



Monthly Activity Report

TO: Mayor and Council

FROM: Jennifer Taylor, Chief Administrative Officer

DATE: March 11, 2021

RE: **Monthly Activity Report – March 2021**

MARCH ACTIVITIES:

- Bylaw/Policy Review/Revision
 - Salary Grid Increment Progression Policy
 - Salary Grid Review Policy
 - HR Definitions Policy
 - HR Terms of Employment Policies
- 2021 budget preparation – assessment, taxation & final review
- Tendering of compost collection, cemetery caretaking, and office cleaning
- Assessment roll is open Mar 1 – Apr 30, fielding questions from ratepayers
- Aquatic Centre Upgrade – providing information to McGinn Engineering as necessary to carry out contracted work.
- Renewal of Nuisance Wildlife Permit with Ministry of Environment
- Gas Tax Fund Annual Expenditure Report
- Vacation Mar 22
- Training & Meetings
 - Mar 3 HMC Operations Plan Workshop
 - Mar 3 Employment Standards Misconceptions Webinar – SK Employment Standards
 - Mar 4 Meeting with Auditor to discuss including the Town's portion of CRLWMA financials into the Town's financial statement
 - Mar 17 Taking Maternity, Adoption & Parental Leave Webinar – SK Employment Standards

PRIORITIES FOR APRIL 2021:

- 2021 budget adoption
- Awarding tenders for service contracts – compost, office caretaking & cemetery caretaking
- SAMA Training and Annual Meeting
- Bylaw/Policy Review/Revision
 - Road Closures
 - Storage Compound
 - Snow Bylaw
 - Human Resources Manual
 - Basic Planning Statement Bylaw & Zoning Bylaw

REQUEST FOR ACTION/DIRECTION/CLARIFICATION

- Nothing at this time