



Monthly Activity Report

TO: Mayor and Council

FROM: Jennifer Taylor, Chief Administrative Officer

DATE: April 8, 2021

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

APRIL ACTIVITIES:

- 2021 budget preparation – assessment, taxation & final review
- Awarding tenders for 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. Tender was posted on April 2.
- Preparing documents for transition to interim CAO.
- Training & Meetings
 - Apr 8 SAMA AGM

PRIORITIES FOR May 2021:

- 2021 budget adoption

REQUEST FOR ACTION/DIRECTION/CLARIFICATION

- Nothing at this time
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