

CAO Report

CAO Recruitment: We have advertised the CAO position as open until filled as my last day working for Wadena is March 23, 2019. We have a number of applicants already to fill the CAO position, however the majority of them are not fully qualified and do not have municipal administrator experience. There will be some discussion in camera regarding the filling of the position at this meeting, but until a successful candidate is chosen the search continues.

Audit: We're scheduled to have all of our audit files to Cogent on February 14th and they will be here for March 4th to perform the full audit, we've allotted May 5th as well for this as they may need to go to two days since this is their first year we're working together.

Grant Writing Workshop: The grant writing workshop went quite well, with some good questions and discussions both with myself and between participants. It was a cold evening as we're in a bit of a deep freeze here, but we still had just under 15 participants from multiple groups and municipalities. The hot soup and homemade buns made the evening feel warmer than it was.

Asset Management: We've been working on ensuring our PubWorks software is up to date with all of our assets for reporting and planning purposes. A Tangible Capital Asset (TCA) policy is being presented to Council for approval at this meeting.

SUMA Convention: The SUMA Convention was excellent as always with some important information coming down from the different ministries. I attended a number of different sessions during the convention and have the following notes:

- The fact that there will be a 4% increase to revenue sharing in the 2019 budget year, as announced by the Minister of Government Relations, is welcome news.
- Other communities have also been working on how to increase use of their rinks during the summer months and some have obtained grants for installing a rolled out turf for indoor soccer, walking tracks, pickleball, etc. A few interesting ideas were tossed around.
- Municipalities were reminded that their Council has the power under *The Municipalities Act* to approve leaves from Council even setting them up as a matter of policy (such as maternity or parental leave, sick leave, etc.). A Council resolution is required for approval for extended leaves of absence from Council, therefore making a resolution to create a policy for automatically approving certain types of leave would qualify as a resolution made for approval. Currently most Councils deal with such requests on a case by case basis, especially in smaller Municipalities, rather than as a matter of policy.
- Much emphasis was put on regional cooperation and partnerships as well as gender diversity. Generally speaking, especially when it comes to funding projects, the different levels of government will be looking for evidence of both in applications that are submitted.
- When it comes to the value of water we are still working against a culture that has trouble defining the value of water which is essential to life, health and wellbeing. Many people won't think twice about paying over \$200 a month on cell phone bills for their family, but voice their displeasure at paying more than \$100 per month for water for their family. It is a struggle all municipalities have to work with in their billing of utilities.

Outstanding Items: There are a number of loose ends with some policies, bylaws and projects that I am trying to make sure are all tied up before I leave Wadena. These include:

- Town and Country Fair Bylaw: still requires some consultation and discussion before bringing to Council for approval
 - Community Investment Policy: new policy for tax concessions and investment in the community has received feedback from the advisory group and needs to go back to the
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Planning & Development Committee for additional review before coming to Council for approval

- Fire Hall Addition: needs to be revisited by the Planning & Development Committee to discuss results of Fire Association consultation and plans going forward
- EMO Bylaw: Review an update to bring Wadena Search & Rescue in under the EMO
- Discipline Policy: After some additional review by staff, and discussion at the next staff meeting this should be to Council for review at the first meeting in March.
- Photo Contest: My apologies to everyone who has been waiting as I forgot about this in the business before I left for my Christmas Holidays and hope to have it completed before the end of February.

Human Resources

Departure Checklist

We've discovered now that we have a starter package and orientation package for new employees, we don't have anything for exiting employees. Anna and I are working on customizing a package for human resources that includes a list of things that need to be done and can be checked off when an employee departs such as:

- Return of Town Owned Property (cell phone, laptops, USB sticks, business cards, bank cards, keys, etc.)
- Change to security access (change passwords, alarm code, remove signing authority, etc.)
- Remove electronic access: disabling user ID's and logins on devices, websites, the cloud, e-mail, voicemail, remove as facebook admin, CRA, and deleting files only after ensuring the data is no longer needed, or if needed has been saved elsewhere.
- Update lists: Advertisements, website, social networking, letterhead/brochures, etc.
- Ensure files are in order (review upcoming calendar for appointments, workshops, deadlines, etc. and reassign open files to appropriate staff as needed.
- Obtain final timesheets and expense reports
- Cancel benefits and notify other service providers.
- Provide termination letter (where needed)
- Provide ROE, return personal property, notify staff, conduct exit interview or survey where possible.

Staff Training

I'm working with Jen on completing the UMAAS checklist for trained areas so that she can apply for her certification through UMAAS. Jen is already is more than competent in 80% of the training areas so only have a few areas remaining. She will be working on upcoming runs for bank rec, utility billing, payroll, invoicing and accounts payable, as well as tax enforcement and will be involved directly with the budgeting process. We should have these remaining areas of training completed and signed off on before I leave.

We've registered Lovely plus one other office staff (TBD) for a PubWorks training session to help with maintaining and managing assets within the PubWorks program. Anna is also scheduled to attend a Payroll Law seminar coming up.

