

Village of Viscount

Minutes for the Regular Meeting of Council held on the 14th day of July 2021 at 6:00 p.m.

PRESENT: Mayor: Melissa Dieno
Councillors: Dustin Gusikoski, Mitch Gusikoski, Andrea Young, Dean Schlosser
Administrator: Ferne Hebig
Foreman: Fernand Boivin (6:17pm-6:47pm)

CALL TO ORDER: Mayor Melissa Dieno called the Regular Meeting to order at 6:00 pm.

DELETIONS FROM AGENDA: Mayor Melissa Dieno deleted from the agenda the following items as there was no information to be discussed: Proclamations Public Hearing Public Forum

DELEGATION: Non Profit Housing Board – Martin Atkinson, President

ADOPT AGENDA:

2021-146 Gusikoski M: THAT the agenda be adopted as presented with deletions noted above, and a copy of the agenda attached hereto. CARRIED

REPORTS OF ADMINISTRATION:

2021-147 Schlosser D: THAT the report from the CAO including the Property Inspection and Bylaw Enforcement reports be accepted as presented. CARRIED

2021-148 Gusikoski D: THAT the verbal report from the be accepted as presented CARRIED

MINUTES:

2021-149 Young A: THAT the minutes of the Regular Meeting of Council held on the 8th day of June, 2021 be approved. CARRIED

FINANCIAL STATEMENTS:

2021-150 Gusikoski D: THAT the financial statements with receivables and bank reconciliation for the month of June 2021 be adopted as presented with summaries attached hereto. CARRIED

PAYMENT OF ACCOUNTS:

2021-151 Gusikoski D: THAT the list of accounts payable from Cheque Number 8210 to 8231, Online Payment Voucher #48 to 68 and CAFT Payroll Voucher #144 and 145 for a total of \$44,361.94 be approved as presented and a list of payments attached hereto. CARRIED

GENERAL CORRESPONDENCE:

2021-152 Schlosser D THAT the general correspondence received including the Viscount Rec Board Minutes from February 12th, 2021 and June 6th, 2021 be acknowledged. CARRIED

UNFINISHED BUSINESS:

2021-153 HR Remote Work Policy
Gusikoski D: THAT Remote Work Policy #HR-P-2021-001 be approved as presented and a copy attached hereto. CARRIED

2021-154 HR Sick Leave Policy
Dieno M: THAT the Sick Leave Policy be tabled to the August meeting for further discussion and the administrator be directed to request comparison information from municipalities with a similar size in assessment. CARRIED

2021-155 Property Tax Incentive Policy
Dieno M: THAT the Property Tax Incentive Policy be tabled to the August meeting to allow more time for review. CARRIED

2021-156 Caretaker Contract CARRIED

Handwritten signature of Melissa Dieno
Mayor - Melissa Dieno

Handwritten signature of Ferne Hebig
Administrator - Ferne Hebig

Gusikoski M: THAT the trial period for the cleaning contract for A. Quiring be extended as requested until the August 2021 meeting.

CARRIED

NEW BUSINESS:

2021-157

Water Treatment Plant – Backup Batteries

Young A: THAT we authorize an expenditure outside of the approved budget to purchase one new battery backup/surge protector for the ozone generator and have two older ones refurbished.

CARRIED

2021-158

Viscount Rec Board - Street Dance – Liquor Permit

Gusikoski M: THAT the Viscount Rec Board be authorized for a liquor permit for outdoor events on August 7, 2021 for the ball tournament and street dance as requested.

CARRIED

2021-159

Viscount Rec Board - Street Dance – Road Closure

Schlosser D: THAT Amherst Avenue be authorized to be closed to vehicular traffic for the street dance, including intersections as needed, from Durham to Carlton for the street dance on August 7th and within 24 hours on either side of that date as needed for setup.

CARRIED

2021-160

Viscount Rec Board – Staff Support

Gusikoski D: WHEREAS Council recognizes the need to support the Viscount Recreation Board in a capacity greater than what is noted in the joint Bylaw that establishes and governs the board; and

WHEREAS Council recognizes the summarized list of duties and activities attached as the approved standard for our continued support; and

WHEREAS Council recognizes the interim CAO has not been given the hours to provide the full level of support needed to the Rec Board; and

WHEREAS we recognize that under Section 110(4) of *The Municipalities Act*, the CAO may delegate any of their duties or functions as needed to other employees of the municipality subject to Council approval;

THAT the Village continues to support the Viscount Rec Board by providing continued staff support from both administration and the public works department; and

THAT Council supports the CAO delegating her Rec Board duties and Functions as needed to other staff, including C. Quiring while on leave subject to her agreement; and

THAT that any staff so delegated be paid for said work according to their regular wage, terms of employment, and labour standards, including the capability to bank the hours.

Recorded vote:

for: Young A, Gusikoski D, Gusikoski M, Dieno M

against: Schlosser, D

CARRIED

2021-161

Next Meeting

Dieno M: THAT the next meeting be set for August 18th, 2021 at 6:00 pm with notice posted accordingly.

CARRIED

ADJOURN:

2021-162

Dieno M: THAT this Regular Meeting of Council be adjourned at 9:14 pm.

CARRIED

Village of Viscount Agenda
Regular Meeting of Council to be held on
July 14, 2021, commencing at 6:00pm

1. **Call to order**
2. **Approval of Agenda**
Conflict of interest to be noted
Deletions – Proclamations, Public Forum, Public Hearing
3. **Delegation – Non-Profit Housing – Martin**
4. **Reports of Administration**
 - Foreman Report
 - CAO Report
 - Property Inspections, Bylaw Enforcement
5. **Adoption of Minutes**
Minutes of the Regular Meeting of Council held on June 8, 2021
6. **Year to Date Monthly Financials**
 - a. Financial Statements & Bank Reconciliation Ending June 30, 2021
7. **Accounts Payable**
8. **General Correspondence**
 - CATPC Minutes
 - Rec Board Minutes
 - Crime Prevention Guide Rates
9. **Mayor and councilors forum**
Round table discussion / in camera / strategic planning
10. **Unfinished Business**
 - a. Remote Work Policy
 - b. Sick Leave Policy
 - c. Property Tax Incentive Policy
 - d. Caretaker Contract
11. **New Business**
 - a. WTP Backup Power Supply / Surge Protectors
 - b. GasTax Grant – IIP –2021-2024
 - c. Land Lease – by VP – construction trailers, power, etc.
 - d. Street Dance - Road Closure - Amherst
 - e. Rec Board – Staff Support Levels
 - f. List of Lands
12. **Adjournment**

Upcoming 2021 Regular Meetings of Council (held at 7:00 pm)

August 18, September 8, October 13, November 10, December 8

WDS

Village of Viscount
Statement of Financial Activities - Summary
For the Period Ending June 30, 2021

	Current	Year To Date	Budget	Variance	%
Revenues					
Taxation	235,337.38	238,889.36	268,800.00	(29,910.64)	88.87
Fees and Charges	771.80	27,851.96	122,550.00	(94,698.04)	22.73
Utilities	12,801.95	74,511.35	145,180.00	(70,668.65)	51.32
Grants	54,074.00	54,074.00	70,370.00	(16,296.00)	76.84
Grants in Lieu of Taxes	1,684.76	13,631.87	27,850.00	(14,218.13)	48.95
Investment Income and Commissions	2,175.99	2,241.66	670.00	1,571.66	334.58
Total Revenues:	306,845.88	411,200.20	635,420.00	(224,219.80)	64.71
Expenditures					
General Government Services	8,981.64	72,353.43	155,610.00	80,514.68	48.26
Protective Services	217.69	3,819.09	21,310.00	17,503.03	17.86
Transportation Services	4,405.97	31,319.52	187,490.00	154,858.55	17.40
Environmental Health Services	273.64	8,457.96	16,560.00	8,101.96	51.08
Planning and Development Services			3,240.00	3,240.00	
Recreation and Cultural Services		11,549.81	108,570.00	97,020.19	10.64
Utilities	20,357.98	148,543.88	223,600.00	73,761.46	67.01
Total Expenditures:	34,236.92	276,043.69	716,380.00	434,999.87	39.28
Change in Net Financial Assets	272,608.96	135,156.51	(80,960.00)	210,780.07	260.35
Change in Net Assets	272,608.96	135,156.51	(80,960.00)	210,780.07	260.35
Transfer to Reserves			21,600.00	21,600.00	
Change in Surplus	272,608.96	135,156.51	(102,560.00)	232,380.07	226.58

Account Balances	Current	Year to Date	Balance
Cash			
Cash - On Hand - Petty Cash			250.00
Cash - Bank - Demand	71,484.18	(55,439.77)	64,674.85
Cash - Plan 24	0.04	0.04	0.04
Cash - Credit Union Shares			5.00
VRB - Cash			60,393.31
Cash - Bank - Viscount Community Kitcher			3,780.27
Cash - Bank - Viscount Minor Sports			3,256.94
Cash-Bank-Viscount Rec Hockey Team			647.00
Cash-Bank-Viscount Archery Club			5,827.23
Cash-Bank- VRB Trip of The Month			16,082.45
Cash-Bank-VRB 50/50			325.00
W&S - High Interest Savings (RBC)		(49,939.26)	50,738.02
W&S - Cash Savings (RBC) Flow Through		4.93	4.93
CTF - High Interest Savings - RBC		50,000.00	50,000.00
Total Cash:	71,484.22	(55,374.06)	255,985.04
Municipal Taxes Receivable			
Municipal - Tax Receivable - Current	205,814.78	200,312.37	223,409.75
Municipal - Tax Receivable - Arrears	(1,642.94)	(9,360.12)	(2,629.86)
Municipal - Allow. for Uncollected			(2,435.69)
Total Municipal Taxes Receivable:	204,171.84	190,952.25	218,344.20
Utility Accounts Receivable			
Utility Accounts Receivable	1,297.99	1,541.16	10,643.97
Total Utility Accounts Receivable:	1,297.99	1,541.16	10,643.97
General Accounts Receivable			
Accounts Receivable	788.75	(4,363.27)	2,207.75
Total General Accounts Receivable:	788.75	(4,363.27)	2,207.75

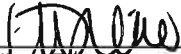
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Village of Viscount
Statement of Financial Activities - Summary
For the Period Ending June 30, 2021



Current Year To Date Budget Variance %

Certified correct and in accordance with the records.

Presented to council on July 14 / 2021
(Date)



Melissa Dieno
Mayor

Ferné Hebig
Administrator

Village of Viscount
Bank Reconciliation - Summary

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General Account
For Ending Date 2021-06-30

110-110-120 - Cash - Bank - Demand
GL Balance to 2021-06-30

64,714.62

Service Charges: -39.50
Interest Charges: -0.27
Interest Revenue: 0.00
Subtotal: 64,674.85

Future-dated Cleared Deposits: 1,638.59

Adjusted Book Balance **66,313.44**

Bank Statement Balance: **76,201.37**

Deposits in Transit: 962.92
Outstanding Payments: -10,850.85
Total Uncleared: **-9,887.93**

Adjusted Bank Balance **66,313.44**

Notes

BR 5&6: June 2 - Put in suspense. Etransfer receipt 210074-040 was Cleared in May, but in bank June 2. 2 etransfers in June (May 31 which was deposited June 2, and June 30). Will have to go back in time see what we missed and make adjustments.



Village of Viscount
Bank Reconciliation - Detailed

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Plan 24
For Ending Date 2021-06-30

110-110-140 - Cash - Plan 24

GL Balance to 2021-06-30 **0.00**

Service Charges: 0.00

Interest Charges: 0.00

Interest Revenue: 0.04

Adjusted Book Balance **0.04**

Bank Statement Balance: **0.04**

Deposits in Transit

Subtotal: 0.00

Outstanding Payments

Subtotal: 0.00

Total Uncleared: **0.00**

Adjusted Bank Balance **0.04**

Notes

Cleared JE's from 2017-2020. Actual bank balance is \$0.04



Village of Viscount
List of Accounts for Approval
As of 2021-07-09
Batch: 2021-00045 to 2021-00055

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP - AP-GENERAL OPER					
Computer Cheques:					
8210	2021-06-11	Melissa Dieno June 2021	Remuneration May 15,19, June 1	175.00	175.00
8211	2021-06-11	Oderkirk, Patricia 2021 CIB	CIB - Flowers/Soil	516.82	516.82
8212	2021-06-30	Fernand Boivin 103	WTP Contracted Services	2,837.75	2,837.75
8213	2021-06-30	Can. Corps of Commissionaires IN128272 IN128695	Bylaw Enforce. May 16-29 2021 Bylaw Enforcement May30-June12	166.16 174.04	340.20
8214	2021-06-30	Enviroway Detergent Mfg. Inc. IN054735 IN054873	Sodium Hypochlorite 20L Sodium Hypochlorite	42.00 378.00	420.00
8215	2021-06-30	Flocor Inc. 6586601	Materials and Supplies	666.00	666.00
8216	2021-06-30	Keith Polley 1298	Contract Regional Operator	1,291.50	1,291.50
8217	2021-06-30	Staples Business Advantage 56240001 56443099	Office Supplies Office Supplies - Rubber Bands	47.57 3.03	50.60
8218	2021-06-30	VOID - OnlinePmt not CHQ			
8219	2021-06-30	The Watrous Manitou 84904	Summer Job Ad	61.15	61.15
8220	2021-06-30	Hanson, Arthur June Payroll	June 2021 Payroll	1,145.09	1,145.09
8221	2021-06-30	Hanson, Arthur 104	WTP Contracted Services	442.50	442.50
8222	2021-07-09	ASL Paving Ltd 12102-12524	QPR Cold Mix - 1st Installment	3,000.00	3,000.00
8223	2021-07-09	Norbert LeBlanc July 8, 2021	Inspection - 402 Bangor	247.88	247.88
8224	2021-07-09	Marty Leffler July 2021	Fire Department Supplies	247.50	247.50
8225	2021-07-09	Minister of Finance RP-2021-720	RCMP Fees 2021	11,474.14	11,474.14
8226	2021-07-09	Minister of Finance FD2047621221	FD Telecom Apr-June 2021	266.40	266.40
8227	2021-07-09	Viscount Stop & Shop Grocery June 2021	Fuel / Fire Dept Supplies	465.86	465.86
8228	2021-07-09	Viscount Stop & Shop Hardware June 2021	Shop / VP Supplies	433.11	433.11
8229	2021-07-09	The Watrous Manitou 83408	Hire Ad - 5 wks Nov 30-Jan4	458.64	458.64
8230	2021-07-09	Wheatland Regional Library 4479	2021 Levy - Second Half	890.88	890.88
8231	2021-07-09	Andrea Young June Committee	YTD Remuneration Mar 18, 2021	44.75	44.75
				Total for AP:	25,475.77

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: AP-ONLINE - AP-ONLINE					
Computer Cheques:					
48	2021-06-30	Collabria May 2021	Credit Card Charges	951.58	951.58
49	2021-06-30	Ministry of Finance May 2021	May Remittance	973.51	973.51
50	2021-06-30	Munisoft 2021/22-01628	Tax Notice Form 0215 (800)	78.08	78.08
51	2021-06-30	Sask Water SW072316	Raw Water - 2850 m3 (May2021)	2,054.05	2,054.05
52	2021-06-30	Success Office Systems INV317271	Shredder Oil	158.94	158.94
53	2021-06-30	SUMA July 2021	July 2021 SUMA Benefits	1,295.81	1,295.81
54	2021-06-30	Sask Energy 2021-05-(WTP)	WTP - May2021-SaskEnergy	699.29	699.29
55	2021-06-30	Sask Energy 2021-05 (VP)	Viscount Place - May SaskEn	165.72	165.72
56	2021-06-30	Sask Energy 2021-05-OldOFF	Lib/OldOff-May 2021 SaskEnergy	86.54	86.54
57	2021-06-30	Sask Energy 2021-05-(FH)	Fire Hall - May2021-SaskEnergy	136.92	136.92
58	2021-06-30	Sask Energy 2021-05-SHOP	Shop - May2021-SaskEnergy	72.81	72.81
59	2021-06-30	Sask Power 2021-05-PH	Pumphouse - May2021- Power	197.61	197.61
60	2021-06-30	Sask Power 2021-05 (FH)	Fire Hall - May2021-Power	91.59	91.59
61	2021-06-30	Sask Power 2021-05-HWY	Sign Hwy 16 - May2021-Power	23.03	23.03
62	2021-06-30	Sask Power 2021-05-OLDOFF	OldOffice/Lib May-SaskPower	65.25	65.25
63	2021-06-30	Sask Power 2021-05-SHOP	SHOP - May2021- Power	73.51	73.51
64	2021-06-30	Sask Power 2021-05 SL	Street Lights - May 2021 Power	714.56	714.56
65	2021-06-30	Sask Power 2021-05 (VP)	Viscount Place - May2021-Power	121.60	121.60
66	2021-06-30	Sask Power 2021-05-WTP	WTP - May2021 - Power	1,623.37	1,623.37
67	2021-06-30	Sask Tel 2021-06-CELL	Shop Cell - June 22	91.11	91.11
68	2021-06-30	SUMA INV-000096868	Express Postage	685.82	685.82
				Total for AP-ONLINE:	10,360.70

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Village of Viscount
List of Accounts for Approval
As of 2021-07-09
Batch: 2021-00045 to 2021-00055

Payment #	Date	Vendor Name Invoice #	Reference	Invoice Amount	Payment Amount
Bank Code: CAFT - CAFT					
Computer Cheques:					
144	2021-06-30	Caft Payroll June 2021-01	June 15 Mid Month Payroll	4,461.88	4,461.88
145	2021-06-30	Caft Payroll June 2021-2	June 30, 2021 Payroll	4,063.59	4,063.59
				Total for CAFT:	8,525.47
				Grand Total:	44,361.94

Certified Correct this 14th Day of July 2021.



Mayor
Melissa Dieno



Administrator
Ferne Hebig

The Village of Viscount

Policy Title Remote Work Policy		Adopted By Council	Policy Number HRP001-2021	
Origin/Authority Human Resources	Jurisdiction Village of Viscount		Effective Date: <i>July 14, 2021</i>	Page
Reviewed By Administration			Amended:	

PURPOSE

The purpose of this policy is to establish administrative guidelines for office employees working remotely. The intent is to promote remote work as a means of achieving efficiencies, supporting consistent and continuous operation, and sustaining the hiring and retention of a highly qualified workforce by enhancing a work life balance.

Remote work is not an entitlement. It is based on the needs of the job and the organization and in accordance with performance expectations and other agreed upon terms. The municipality may make the option to perform work remotely available to employees when appropriate.

Remote Work is defined as work from the employee's home or another location rather than the principal place of employment.

Mayor is defined as the person duly elected to the position of Mayor for the Village of Viscount, or if they are unavailable, the Deputy Mayor or another member of Council so appointed by the rest of Council to stand in the Mayor's stead.

Employee is defined as a person(s) employed by the municipality.

Administration Committee is defined as the Committee created by Council to which certain members of Council, including the Mayor are appointed.

GUIDELINES

Nature of Remote Work

1. Remote Working does not change the conditions of employment or required compliances with municipal policies and procedures.
2. It is understood that Remote Work should be authorized and scheduled and approved by the Mayor in advance, including overtime.
3. Normally, Remote Work would not be approved for more than one day per week or a total of four days per month.
4. Work must be completed without diminishing the quality of the work or affecting the completion of the task.
5. Remote Work should be of a kind where performance or completion of the work is measurable within reason.
6. Deviations from this policy are to be approved by the Administration Committee and decisions to be communicated to the Employee by the Mayor and requests made vice versa. Decisions of the

Administration Committee may be informal, and obtained or communicated by way of text, electronic message, or email but in any case, documentation shall be kept in the employee's confidential file regarding any decisions.

Compensation

7. Employees undertaking Remote Work will track the hours worked on their time sheet and will be compensated the same way as they would for work performed in the primary work location.
8. If Remote Work is required or requested on a continual, regular, or longer term basis, some agreement may be made with the municipality to cover a portion of the employee's personal phone and/or internet costs up to a maximum of \$50 per month. Compensation for other expenses may be negotiated.

Equipment & Safety

9. Any municipal documents or information used or accessed during the Remote Work should be kept in a designated area and not be made accessible to others.
10. For Occupational Health & Safety purposes, employees performing Remote Work are responsible for maintaining a presentable, safe, and secure area. They will have the same responsibility for safe work practices, accident prevention and accident reporting as in the primary workplace.
11. Equipment and software provided to the Employee for Remote Work should not be used for personal purposes.
12. Under some circumstances the Employee may be permitted to use their own personal equipment to perform Remote Work.

Communications

13. For Remote Work, as with work at the primary workplace, the Employee must notify the Mayor in the event they are unable to work, require time off or in the event of an emergency affecting their ability to work.
14. Employees performing Remote Work must be available to communicate with those with whom they normally conduct business (i.e., Council, other staff, vendors, etc.) by such methods as phone, video conference and email while remote working.
15. Employees must respond to inquiries in the same manner and timeframes as they would if working in their principal place of employment.
16. In the case of a communication service failure (such as no internet, or no power), the Employee and the Mayor will jointly determine if it is reasonable for the Employee to attend the primary workplace instead of performing remote work.



The following is a summary of the approved level of support for the Rec Board and the tasks and duties performed by Municipal staff in support of the Rec Board as approved by Council at the regular meeting on the 14th of July, 2021 with resolution #2021-160. This is a summary only and does not imply a complete comprehensive list of all tasks and duties.

DUTIES under BYLAW

The rec board bylaw exists under both the Village and RM and therefore a change to it requires both to agree to the change and pass an amendment or new bylaw. The duties under the Rec Board Bylaw for the Secretary/Treasurer are a total of 5 points and are as follows:

- *Attend all meetings of the Rec Board and meetings of Members and enter or cause to be entered in the records, the minutes of all proceedings.*
 - INCLUDES: prepare the agenda and provide this to the Board and prepare a meeting package for all items on the agenda.
- *Give all required notices to members and committee members.*
 - INCLUDES: Be the main point of contact for all rec board correspondence not just notices. This includes a lot of texts and messages in WhatsApp about rec board issues and projects, etc. Also includes advertising, marketing and promotions, social media, website updating, public notices, making posters, etc.
- *Ensure that proper accounting records are kept.*
 - INCLUDES: Responsible for filing and maintaining all records and files, not just accounting records, including historic documentation.
- *Responsible for deposit of money, safekeeping of membership interests, disbursement of board funds, providing transactions and financial statements to the board.*
 - INCLUDES: Perform monthly bank reconciliation of all accounts, open and close accounts and transfer funds as may be needed, invoicing of bookings, board ads & ice time, refunding deposits, etc.
- *Prepare and contact community groups to gather financial info for audit.*
 - INCLUDES: Preparing all rec board related documentation for the audit, having it on hand and being present for the audit and afterwards, answering questions from the auditors, etc.

WHAT else DO WE DO?

1. Advertising – this includes posters, social media, website, etc.
2. Agenda – preparation of the agenda and creation, copying and delivery of an agenda package to the board.
3. Accounts Receivable – invoicing, sending statements on past due accounts, etc.
4. Accounts Payable – this includes human resources and payroll.
5. Correspondence – all incoming and outgoing correspondence for the rec board goes through the secretary. This includes creating letters including requests for donations, sponsorships, etc.
6. Bookings – all bookings go through the office. This includes bowling alley bookings, community center bookings, etc. This includes regularly (often daily) updating a shared calendar for skating and hockey as well as all other bookings, creating and using documentation including rental agreements, rates sheets, posters, promotions, processing rentals, making sure people have keys who need them and maintaining a key depository with copies and documentation of who has what keys.
7. Government Remittances (GST, PST, payroll remittances like CPP, EI, etc.)



8. Grant Writing, Applications, Management, Reporting and other Funding Requests – this is a huge part of the job.
9. Permitting & Licenses
10. Receipting – responsible for deposits including preparing and issuing receipts for payments received and managing donation receipts.
11. Event organizing such as the AGM and Street Dance, assisting with other events like golf tournament with posters, etc. (there is a lot involved in coordinating these events)
12. Fundraising (50/50 draws, trip of the month raffle, etc.)- obtaining permits, ticket printing, advertising, promoting, managing, maintaining who has which tickets, final reports to SLGA, etc.
13. Requesting quotes and issuing tenders, reviewing, making recommendations as per purchasing policy
14. Following up on maintenance needed, contacting contractors, booking work, etc. coordinating staff or board members to be present as needed, etc.
15. Any insurance or other claims to be handled
16. Ensuring that activities of the board are as per the bylaw and purchasing policy, etc. and operating as an advisor to the board in terms of legislative and municipal compliance, etc.
17. Developing policies as required and updating a policy book and making sure those are followed
18. Updating and coordinating information for new board members
19. Maintain the REACT service and other agreements
20. Coordinate any inspections as may be required including fire extinguishers, fire suppression, elevators/lifts, etc.
21. Following up on items under warranty
22. Supporting the newsletter with content/information, photocopy for the mailout, prepare the mailout, take the mailout to the post office and pay for the mailout with the rec board credit card.

These are the regular duties currently being performed in addition to those in the bylaw. These duties take roughly 32 hours per month on average. Hours will increase seasonally and depending on tasks. Grant writing can take a significant amount of time on top of daily duties, as can organizing events, planning fundraisers, etc. Organizing schedules and calendars can increase time needed from September – March for hockey season.

PUBLIC WORKS

The list above also does not include the time of the Foreman and public works department in their support especially of the annual street dance including blocking off the streets, setting up fencing, porta potties, moving benches, bringing and placing firewood, doing maintenance on the ball diamonds for the tournament, etc. and then taking things down and putting them away after. They also regularly mow the grass at the rink and ball diamonds, help the board to maintain the diamonds, etc.