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# DIRECTOR OF CORPORATE AND COMMUNITY SERVICES

## MONTHLY REPORT- November 2023

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COMPLETED BY: Gino Damo, Director of Corporate and Community Services

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### TASKS

- Correction in RFD 2024 Onoway Public Library Board Draft Budget before Public posting. Background/Proposal section corrected by removing section 12.6 as it applies to intermunicipal libraries which the Onoway library is not and addition of section 8 subsection 2.
  - Drafting 2024 Canada Summer Jobs Grant.
  - Drafting 2024 Northern and Regional Economic Development Program Grant.
  - Attended Risk Aware Webinar - Be Prepared – Creating a Culture of Preparedness in Alberta virtually on November 14.
  - Attended 2023 FCSSA Conference from November 22-24.
  - Attended Municipal Affairs Administrators Training Initiative- Library Board Appointments virtually on November 29.
  - Drafted Personal Days and Vacation Day Policy to present at a future Council meeting.
  - Drafted and presenting Consolidation of fees and charges into one fee bylaws/schedule to Council during December 14 meeting.
  - Drafted and presenting 2024 Utility Rate Breakdown to Council during December 14 meeting.
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### CONTINUING TASKS

- Submitting 2024 Northern and Regional Economic Development Program Grant.
- Drafting and submitting Form 21 Schedule of Expected Pension Contributions to Manulife.
- Submitting 2024 Canada Summer Jobs Grant.
- Drafting and presenting 2024 Capital Project Funding & 5-Year Capital Budget Plan Documents during December 14 Council meeting.