



**April 19/2022**

## **Update around “The Realm”, things you need to know.**

1. We are still remaining in a slow return to the “mask “ free world. At this time we are still requiring that staff wear masks in group settings, driving in vehicles, and when working in close proximity to individuals. We will continue to use this approach as we move from the pandemic approach regarding policy and practice to the communicable disease approach. We ask that you consider the situations in which you are providing the support and contemplate the need to mask up.
2. Just a quick reminder that as the summer is approaching, we need to be thinking of the things that people will want to experience. Please bring ideas forward before the end of the month. Not all will be chosen but the richer the pool to choose from the richer the event choices can be. As well please think about things that can be accomplished throughout the entire day- morning- afternoon and evenings.
3. We are developing the Realm Cafe idea and would appreciate anyone to come forward and would be willing to participate in the hosting of this.
4. If you have any long-range holiday plans please let us know. As well as you are planning to use your birthday off with payday- please fill out the form and indicate when this will be. Please remember that it needs to be in the quarter that your birthday falls. As well the other paid days- mental health day, Heritage day, and All about me day- are offered 1 per year and don't roll over. Please remember that if you are planning to take advantage of Heritage day- please book in advance. The all about me day could be booked as well, or like the mental health day, you could use it as needed. The intent for the all about me day however is to be more planned so that it is you spending time on yourself!
5. There have been questions recently about billing for mileage- this is not offered in our agency unless assigned for a specific reason. In that case it looks like

extra billed time and is discussed based on the assignment and the individual. In these cases, it is extra time, not mileage. The T-2200 is the mechanism that we use for mileage claims at tax time. On occasion when we are doing a planned event etc there will be funds made available to cover the cost of gas, however, this is provided in advance based on the activity. Again, understanding the use of the T-2200 is important. If you have questions directly related to this, please feel free to discuss them with team members, check out the CRA website, and feel free to email Lindsay Miller [office@beagleaccountingltd.com](mailto:office@beagleaccountingltd.com) for more suggestions. Please bring forward questions of concern.

6. File audits are processes that we perform for ensuring that information is placed and filed where it is needed to be and in the formats that are needed. In the near future, you may be asked to support this task. We have not begun the process as of yet, but will be speaking about it in the near future and may assign it to DSPS to support.
7. Please continue to check in to see if there are tasks and things that can be offered if you are facing a standby or a cancellation. If we don't have anything right off, we can help you solve the problem!
8. The season for evaluations will soon be on us, please stay tuned for the information to be shared.

Please keep up the good work team. We do remain to have an open-door policy but if you would like to plan to have a more in-depth conversation about things related to the job or your specific job, please make an appointment to have a discussion to explore, discuss and problem solve.

Keep up the great work everyone!

On behalf of the managers, team leads, and mentors,

Kerry