



Monthly Activity Report

TO: Mayor and Council

FROM: Lovely Jane Magnaye, Manager of Finance

DATE: March 10, 2021

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

MARCH ACTIVITIES:

- Budget Preparation – Assessment and Taxation
- CIBC Investment Renewal
- Asset Management Plan Proposals
- Municipal Grant Application
- Utility Billing – March 2021
- Review of Running Water Order List and Utility Account Adjustments
- Renewal of Commercial Auto Pak
- Assessment Processing, Inquiries and Appeals
- Payroll Adjustments
- Insurance Appraisal
- Community Volunteer Income Tax Program (CVITP)
- Training & Meetings
 - Feb 11 Cloud Backup and Cyber Security – SaskTel
 - Feb 16 Paying Employees in a Week with a Public Holiday – Employment Standards
 - Feb 17 CVITP Grant Program – Canada Revenue Agency
 - Feb 22 Municipal Sector – Your Questions Answered - Office of the Sask Information and Privacy Commission
 - Feb 24 2020 SUMAssure Claims in Review – Municipalities of Saskatchewan
 - Mar 3 Operations Plan – HMC Management
 - Mar 3 Misconceptions and Misunderstandings – Employment Standards
 - Mar 17 Supporting Date-Driven Decisions on Infrastructure Investment – Canadian Network of Asset Managers
 - Mar 17 Taking Maternity, Adoption and Parental Leave – Employment Standards

PRIORITIES FOR APRIL 2021:

- Adoption of 2021 Capital and Operating Budget
- Complete 2020 Audit
- Assessment Inquiries and Appeals
- Levy Preparation
- Storage Compound
- 202-Q1 GST/HST and PSB Return

REQUEST FOR ACTION/DIRECTION/CLARIFICATION

- Nothing at this time