



## Monthly Activity Report

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**TO:** Mayor and Council

**FROM:** Lovely Jane Magnaye, Manager of Finance

**DATE:** March 10, 2021

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

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### **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**

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- Nothing at this time