



## Monthly Activity Report

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**TO:** Mayor and Council

**FROM:** Anna Lazar – Acting Clerk

**DATE:** May 18, 2021

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

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### APRIL/MAY ACTIVITIES:

- Met with Lovely Magnaye for training May 9<sup>th</sup>, 16<sup>th</sup>, and 22<sup>nd</sup>.
  - Approved budget in GL program.
  - Levied taxes, printed tax notices. Michele sorted, stuffed and mailed.
  - Assessment processing was done by MOF but continue to monitor as there are appeals that require hearings.
  - Setup signing authority for myself.
  - Followed through with Council direction for CIBC investment renewal.
  - Processed payroll, employee terminations and new hires.
  - Monthly CRA reports.
  - Monthly Pre-Authorized Debit.
  - Quarterly GST HST and PSB return.
  - Monthly EPT remittance.
  - Continuing to learn about utilities, processing new accounts and terminated accounts as requested.
  - Experiencing difficulties with badger meter reader – will need to do some training.
  - GTF (Gas Tax Funds) survey.
  - Monthly BDP (Building Permit Report).
  - Census surveys.
  - Continue to monitor 6 email addresses. CAO has 3 email addresses, MOF has 2 email addresses and I have 1.
  - Payables are a continuous task that needs to be kept up, trying to do this, but also training Michele to help with this.
  - Training Caitlin with tasks/items as they come up.
  - Processing Change of Ownerships.
  - Customer service – We are quite busy from 1-4 daily.
  - Committee of the Whole and regular Council meeting preparation.
  - In the process of working on Wheatbelt Building and Development permit.
  - Follow up with the auditor.
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### **PRIORITIES FOR JUNE**

- Munisoft webinars.
- Badger meter training.
- Utility Billing.
- Bank Rec.
- Provide agreement for the Legion for hall use and access to the storage room – will need CRC to help with this.
- Research/report for amendment to Zoning Bylaw – request brought forward.
- Lot consolidation.
- Process Home Occupation applications submitted.

### **REQUEST FOR ACTION/DIRECTION/CLARIFICATION**

- Nothing at this time.