



Monthly Activity Report

TO: Mayor and Council

FROM: Anna Lazar – Acting Clerk

DATE: May 18, 2021

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

APRIL/MAY ACTIVITIES:

- Met with Lovely Magnaye for training May 9th, 16th, and 22nd.
- 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.

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.