



Monthly Activity Report

TO: Mayor and Council
FROM: Anna Lazar – Acting Clerk
DATE: June 16, 2021
RE: **Monthly Activity Report – June 2021**

JUNE ACTIVITIES:

- Met with Lovely Magnaye for training June 5 and June 12.
- Assessment processing on going.
- Processed payroll.
- Monthly CRA reports.
- Monthly Pre-Authorized Debit.
- Monthly EPT remittance.
- Continuing to learn about utilities, processing new accounts and terminated accounts as requested.
- Processed utility bills for June 15, 2021
- Monthly BDP (Building Permit Report).
- Payables on going.
- Customer service – We continue to be quite busy from 1-4 daily.
- Committee of the Whole and regular Council meeting preparation.
- Wheatbelt Building and Development permit on going.
- Munisoft webinars (utility and tax).
- Weekly Deposits.
- HR items/issues/concerns.
- Training Michele and Caitlin on going.
- Renew lease on Konica.

PRIORITIES FOR JULY

- Bank Rec.
- New CAO start.
- Processing Change of Ownerships.

REQUEST FOR ACTION/DIRECTION/CLARIFICATION

- Would like to take holidays from July 26 – 30th.
