



Topic: Assistant Administrator's Report

For Meeting Date: July 14th, 2021

Report Date: July 6th, 2021

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Prepared for: Council

Public

Committee

Administration Items

The Board of Revision has scheduled a date for our outstanding assessment appeal for July 20th.

Administration welcomed a new staff member, Dercilio Neto, on July 5th. Dercilio will be filling the position of Office Clerk while I am on Maternity leave. He has caught on very quickly to our accounting system and will be a great addition to the Administration team.

Administration will be starting a project to have the cemetery mapped professionally. Wendy will be leading the project and working with Munisoft utilizing the data in our current cemetery program. The goal is to have the mapping work completed in 2021 in order to implement a map on site at the cemetery in 2022 for visitors, and to have a digital map available online as well.

Finance Items

Administration staff have received the final 2020 Financial Statements from the Auditor and have put them on our website for the public to access.

Administration staff have renegotiated our Moneris fees for our two supplementary terminals at the swimming pool and the landfill, the reduced rates were effective June 15th.

Administration inquired about renegotiating interest rates on our Bank of Montreal loans with our account manager and our rates on our long-term loans are 3.38% and 4.18% and the bank cannot offer us anything lower at this time without incurring additional fees. Since the Swimming Pool loan is due at December 31st, 2021 and the Watermains/Landfill loan is due June 2023 we would not recommend making any changes to our existing loan structure.

In partnership with Munisoft we have created the custom Quarterly Income Statement report and Dercilio and I plan to have the Quarter 2 report available for Council to review at the July 28th, 2021 meeting.