



Topic: Assistant Administrator's Report

For Meeting Date: June 9th, 2021

Report Date: June 1st, 2021

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Prepared for: Council

Public

Committee

Administration Items

The Tax Enforcement List for 2021 has been sent to Taxervice for processing. We allowed for a few extra days grace at the end of May for payment, and from the original 26 properties with arrears equal to half or more of the previous year's levy, we collected from 5. The remaining 21 properties will now be advertised and proceed to have liens registered where applicable.

The Office Staff have made an 8-week recycling tips series to be posted on Facebook and our website, to encourage responsible recycling and spread the word about the various recycling streams offered by the Town.

Administration, in coordination with Public Works, have setup an after-hours call line utilizing our existing Sasktel phone system. The new feature allows callers to either leave a message for Administration for non-urgent matters, or to press a button to be directed to our on-call PW employee if the matter is urgent. We are going to use June as a trail period and then proceed to advertise the new feature to the public for use.

Enrollment for the Connect by All-Net program has tapered off significantly. As this was a service requested by the public we had hoped for a larger engagement, however we only have 227 people registered to date.

The 2021 Assessment Roll is scheduled to close at 4:00p.m. on Thursday, June 3rd. To date we have received two appeals which are currently at SAMA for review. Both are likely to be settled by an agreement to adjust.

Past due utility account tags were hand delivered to 33 properties as of May 27th, of the original 33, 5 properties were tagged for service disconnection on June 2nd.

We are continuing to cross train the Office Clerk positions to ensure we have adequate backup, and to be able to offer more consistent services to our residents. In the month of June, we'll be focusing on cross training for accounts receivable and payroll.

Town of Outlook

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Finance Items

The Swimming Pool account has been successfully closed and all funds transferred to the general chequing account as of May 14th. Revenue funds from the Swimming Pool are also now being directed to our general chequing account.

The 2020 Audited Financial Statements are not completed yet, however the Auditor plans to have the draft financials available for Council's June 23rd meeting. Administration has prepared a draft bylaw to extend the time required for the 2020 financial statement which we will present to Council in the event we will not be able to submit the reports to the Ministry by June 30th, otherwise no action is required.

In addition to continuing to work on a Quarterly Income Statement for Council, we are working on a similar custom report for the Joint Health account, in hopes to be able to provide our partners with a better financial portrait while we're working towards a new agreement.