



**Topic: Assistant Administrator's Report**

**For Meeting Date: May 12<sup>th</sup>, 2021**

**Report Date: May 7<sup>th</sup>, 2021**

**Prepared by: Rachel Sillers**

**Prepared for: Council**

**Public**

**Committee**

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**Town Hall Complex**

Ray has been working on setting up room #3 in the Town Hall Complex and relocating the Administration files from the storage room in the Fire Hall. We are waiting on our last shelving unit to arrive so he can move the last few boxes and miscellaneous items. Office furnishings previously stored in those rooms have been set aside for future use at the landfill attendant office building (if desired).

We were not able to secure a second quote for the installation of carpet in office #12 of the Town Hall Complex (the second contractor was not interested in the job) and the CAO has authorized us to proceed with the original quote from Lumber Plus. Ray has completed all of the removal and we are aiming for completion of the office by May 31<sup>st</sup>, 2021.

**Administration Items**

We are pleased to welcome Faith Harrington back for her fourth year working as our summer student in the Administration department, as of May 6<sup>th</sup>, 2021. Faith will primarily be working on organization of Administration records, records destruction, special projects, and covering for any administration staff summer holidays.

We sent out 33 past due reminder notices to customers with balances due over 90 days on April 13<sup>th</sup>, 2021 requesting payment or arrangements be made by April 30<sup>th</sup>. Per our policy, customers with outstanding balances less than \$40.00 were omitted. The 90-day outstanding amount due as at April 13<sup>th</sup> was \$13,174.02. We have shifted our approach and offered payment arrangements (at Administration's discretion), however customers with unpaid balances over the threshold that have not made adequate arrangements as of May 6<sup>th</sup> will receive a shut-off notice on their door requiring payment within 48 hours. We do not aim to disconnect any services; however, we are prepared to follow our disconnection policy and procedures where required.

As of April 30<sup>th</sup>, 2021, we have transitioned from Meridan Inspections to Municode Services for our building inspections. The transition thus far has been quite smooth as Meridan provided us with a list of open permit files which will be transferred to Municode until the files are completed/closed. Administration are tracking the building inspection fees closely as the Town will be required to absorb some expenses related to the transition. We have sent Remi Boissonnault of Meridan Inspections a thank-you card on behalf of Council and Staff for his services over the past ten years.

Town of Outlook

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Administration staff have been working on our website, updating information and adding areas for future content. We would still like to have a picture and short biography for the Mayor and Councillors, and a professional group photo once COVID restrictions have been lifted.

Administration continues to work on increasing communications, advertising by mailout for street sweeping and free landfill days. Upcoming in the newspaper will also be reminders with annual branch pickup dates.

**Finance**

The GST audit for the period of October-December 2021 has been conducted, the findings reported to the auditor, and the file is now closed with our account in good standing.

On April 30<sup>th</sup> I attended online training for a new (to us) program offered by Munisoft called Custom Report Library. We will be using this to prepare customized financial reports to present to Council.