

Monthly Report

HR and Customer Services

March 2023

PAYROLL

Payroll and WCB remittances are up to date.

Payroll remittances are remitted to CRA bi-weekly by the payroll company.

WCB is remitted automatically via our payroll provider.

CUSTOMER SERVICES

Tax/Accounts Receivable/Collections:

2023 Assessment Appeals – the Town received the appeal inventory from PVSC on March 1. There was a total of 96 appeals of which one (1) appeal is complete, ninety-three (93) outstanding, two (2) pending.

	# Of Accounts Appealing	Total Assessment Value Being Appealed	Appeal Completed as of Mar 1/23	Pending as of Mar 1/23	Withdrawn as of Mar 1/23	Outstanding Appeals as of Mar 1/23	Appeals Successful as of Mar 1/23	Loss of Assessment Value	Amount of Revenue Reduction	Nova Scotia Assessment Appeal Tribunal Status
Residential /Resource	64	\$2,202,700	0	0	0	64	0	\$ 0.00	\$ 0.00	0
Commercial	32	\$3,087,400	1	2	0	29	0	\$ 0.00	\$ 0.00	0
TOTAL	96	\$5,290,100	1	2	0	93	0	\$ 0.00	\$ 0.00	0

Tax Certificates – there were 20 tax certificates requested in the month of February 2023.

2023 Spring Tax Sale – two properties were sent for title searches on March 8, 2023. The spring tax sale is scheduled for Tuesday, May 16, 2023.

Water/Sewer Billing:

Third quarter water/sewer bills were due February 28. Staff are preparing for 4th quarter water/sewer billing, which will commence in early April.

Customer Service Tracking – E11:

There was a total of 69 opened cases in February and 93 cases closed. The category with the most opened/closed cases in February was icy street (at 14).

Human Resources:

Culture, Community Events & Marketing Coordinator: this competition closed on March 8, 2023. The selection and interview process is currently underway.

Community Well-Being Manager: this competition has been posted with a closing date of March 14, 2023.

2023 Summer Students: recruitment for this year's summer students has started and will continue through the month of March.