

May-2019

2019 ASSESSMENT NOTICES AND APPEALS – We received the Appeal Inventory & Summary report on the FTP Site on March 8th. As of May 1, 2019 there were 71 appeals, 1 complete, 2 withdrawn and 1 pending (7 non-compliant have been removed from the inventory listing).

[illegible]

WATER / SEWER COLLECTIONS – Bills for the January to March quarter were sent out at the end of April and are due June 28, 2019. There were 43 letters sent for non-payment with a response date of May 22, 2019. Actual disconnection is scheduled for the last week in May.

PROCUREMENT – Staff continued working on finalizing the last of the capital procurement carry over projects for 2018-2019, began scope preparation for 2019-2020 operational and short list capital for 2019-2020. Procurement statistics for the end of April are:

	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April
Capital												
Anticipated Procurement from Capital Budget: 29											6	
Scopes for capital received in the month	6	12	4	8	2	3	3	3	0	1	4	5
All procurement:												
Total new scopes of work received in month	11	20	6	14	8	7	5	3	2	5	8	12
Released to the public in the month	10	12	7	12	8	12	5	9	3	7	4	10
Closed during the month	8	9	10	11	7	9	9	12	1	5	8	9
Awarded by par/council during the month	6	7	11	9	4	10	6	2	8	10	6	6
Open at the end of month (released month a, closed month b)	4	7	4	3	5	2	5	2	2	2	5	2

Other work includes preparing operational and capital scopes in anticipation of budget approval, work on vendor files (separate from project files) and insurance files.

INFORMATION SERVICES (IS) – Work has been ongoing to develop a customer service tracking system (E-11). Work has been done to prepopulate fields addresses, template information entry, and categories. This is anticipated to be available in the fall for public use. Testing of the system is ongoing.

Work is ongoing for the Records Management system and plans for utilizing existing systems to ensure proper record retention and destruction. Replacement of computers and other hardware for Operations and APD are underway.

HUMAN RESOURCES – The months of April and May were very busy with competitions. The following were completed or are in progress:

- Dispatcher (part-time APD) – interviews completed, selection in progress;
- Criminal Records Clerk (part-time APD) – candidate selected, position commences July 1st;
- Summer Students (Rec Dept) – interview and selection in progress;
- Business Summer Student (Corporate Services) – hiring complete, position appointed.
- Operator Class II Refrigeration (Rec Dept) – hiring completed, anticipated start date of May 27th;
- Tourism Events Assistant (Econ Development) – posting to occur in mid May, selection/hiring to take place by first week of June.