



CITY CLERK REPORT

Reporting Period: May 8, 2022 – July 8, 2022

Prepared By: Monique Baker, City Clerk

Date: July 8, 2022

COVID-19

Reviewing, approving travel and sending out quarantine logs each plane day and each day travelers are due to get of quarantine. Scheduling housing for the people that request housing to quarantine at.

There were about 100 active cases from May 27th through June 25th. I reached out to each person who tested positive to let them know they needed to isolation and what they needed to do once isolation was over. I also performed contact tracing for each positive case. I contacted each person to inform them they were a close contact of a person who recently tested positive, and they needed to get tested and placed them into quarantine, if they lived with someone, that person was also placed in quarantine. Each person was advised to monitor for symptoms and to test if they had any symptoms or felt unwell.

PERSONNEL

Reviewing applicants and will be setting up interviews for Accounting Clerk and Accounting Supervisor again. A job offer was made to a potential candidate but after a few weeks of emailing back and forth he decided he needed to be near his family, so he kindly declined.

Held an all staff meeting on Friday, May 27, 2022 in the Rec Hall.

COMMUNITY

The Annual Water Quality Report for 2021 went out...twice. The first time it went out I had not mentioned in enough detail the violations. After missing a couple of water samples for monitoring last year this caused a violation in the drinking water regulations, but we were quickly back in compliance after sending samples out for monitoring.

Prepared and held the Fourth of July events. It was a success!! A huge thank you to all the volunteers, the youth hires, Phyllis, Shiona and our community!

TRAINING

I will be attending election training in the middle of July to cover some new materials.



