

*Request for Decision United Townships of Head, Clara & Maria Council*

Type of Decision									
Meeting Date	Friday, June 20, 2014				Report Date	Wednesday, June-11-14			
Decision Required		Yes	x	No	Priority	X	High		Low
Direction		Information Only		x	Type of Meeting	X	Open		Closed
<b>Clerk's - Report #20/06/14/801</b>									

**Subject:**

1. By now I am sure that Council is aware that Gayle Watters has resigned her position with the Library Board and will work for the Municipality as office admin assistant two days a week upon her return from vacation.
2. We have received one official complaint about closing on Thursdays. The individual felt that the office should be open every day in case someone wanted to come and pay their taxes.
3. In June 2014, AMO will distribute \$15,692,043 (\$1.64 per capita) in surplus federal Gas Tax administrative funds to 443 Ontario municipalities.

Less than 0.5% of the federal Gas Tax Fund's allocation is set aside to cover the costs associated with our role as administrator. Through our efficient and innovate delivery model, our costs have been less than expected and we are distributing the unused portion of administrative funds back to municipalities to invest in infrastructure.

4. Time since last meeting has been spent working on:
  - a. Organizing and setting up the social programming committee,
  - b. sitting in and assisting with Canada Day committee,
  - c. furthering the Municipal Waste Management Shared Services Centre of Excellence document (proposal enclosed elsewhere),
  - d. completing and mailing the latest newsletter,
  - e. completing action items from the 2013 Continuous Improvement Fund Promotion and Education Plan (blue box posters, recycling pails, signage and Newsletter),
  - f. completion of the tax bill insert letters for municipal services and request for donations, (copies attached)
  - g. bag tag mailings,
  - h. Asset Management Plan meeting with consultant,
  - i. Reviewed annual reports to MoE for Bissett Creek and Deux Rivieres landfill;
  - j. First Aid Training and
  - k. updating the website.
5. On June 17 I volunteered my time, while acting as Clerk/CAO for the municipality, in giving a presentation on Budgeting and Taxation from a municipal perspective to a group from the local chapter of the Ontario Land Owner's Association. (copy attached) It seemed to be well received and I believe helped to correct a number of misconceptions about the

municipality's part in taxation and assessment. Mr. Frank Burke has spearheaded this group and is working on providing education to the membership and guests via presentations from local municipal, county and provincial employees as opposed to simply being a lobby group attempting to affect change through organization.

6. Special Projects funds for Roads received some years back have been used this spring to crush asphalt collected during highway repairs in 2013 and apply it to Cotnam and Dunlop Roads in Deux Rivieres.
7. The Ministry of Environment representative is coming to our Bissett site next Tuesday to complete an inspection.
8. Canada Day weekend Fundraising Breakfast planning and organizing.