

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

Type of Decision									
Meeting Date	Friday, July 18, 2014				Report Date	Tuesday, July-08-14			
Decision Required		Yes	x	No	Priority	X	High		Low
Direction		Information Only		x	Type of Meeting	X	Open		Closed
<b>Clerk's - Report #18/07/14/801</b>									

**Subject:**

1. Time since last meeting has been spent working on:
  - a. Vacation;
  - b. Canada Day and Canada Day Fundraising Breakfast and reporting;
  - c. Advertising and hiring a Summer Student. We have hired Nathaniel Chaput to work as administrative support to work specifically with our Social Programming Committee. He is completing routine office work as well as internet research on various projects.
  - d. Employee meetings and up to date training with new OHS regulations – all employees must complete training by July 1, 2014;
  - e. Updated the website Financial and Disposal Sites pages;
2. Updates for the Office of the Fire Marshal and Emergency Management – Fire Protection Profile and contact information;
3. Extension of the summer maintenance contract to 2016 as per the original contract.
4. The Canada Day organizing committee has not had its final wrap up and there are some outstanding reporting. Attendance was lower likely partially due to the weather and partially due to the fact that it was a Tuesday. Estimated numbers of approximately 140.  
  
Preliminary accounting seems to indicate that a surplus will be realized for 2014 events. A full report will be included in August's meeting package.
5. Blue Box P&E program components – purchasing signage, should be ready in a couple of weeks; produce and distribute posters, newsletters and information packages for all residents, ratepayers and camp grounds.
6. Creation and modification of a template/workbook to facilitate budgeting and reporting event expenses and revenues for volunteers, staff and the Treasurer. Still has some issues to work out to make it as simple to use as possible.