

United Townships of Head, Clara & Maria Municipal Council

Type of Decision

Meeting Date	December 9, 2016			Report Date	December 7, 2016				
Decision Required		Yes	X	No	Priority		High	x	Low
Direction		Information Only		X	Type of Meeting	X	Open		Closed

REPORT TITLE

Administrative Assistant's Report – Information Only # 09/12/2016/804

Recently I have been working on the following items:

- 1) **Updating the website: Added a frequently requested by-law subcategory, correspondence with Evan Burgess to have calendar removed from home page.**
- 2) **Winter newsletter.**
- 3) **Recreation: bar inventory and purchasing, float and cash management for events, event advertising, created an updated agenda for Rec Committee meetings.**
- 4) **Homecoming 2017: quotes, vendors, donation/meal letters.**
- 5) **Waste disposal and recycling stats for public request. Reviewing Design and Operations plan for Bissett Creek.**
- 6) **WHIMIS, notetaking and Emergency Management Training.**
- 7) **Submitted grant to DRDCF to cover playground equipment installation costs.**
- 8) **Regular office demands: property tax and accounts receivable payments, creating invoices, tax certificates, building applications and questions, tickets sales, supply orders etc.**