

United Townships of Head, Clara & Maria Municipal Council

Type of Decision

Meeting Date	April 21, 2017				Report Date	April 18, 2017			
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 # 21/04/17/804

Recently I have been working on the following items:

- 1) Tax payments which have been taking up quite a bit of time with month end.
- 2) Website updates to advertise new payment options and upcoming events.
- 3) Homecoming planning, securing vendors etc., applying for licencing at OMP.
- 4) Bar inventory, purchasing and event deposits.
- 5) Booked MHSW collection day and signed up for Automotive Material Stewardship.
 - a. May 27th confirmed. Stonecliffe site – 10:00 – 2:00.
- 6) Seniors Program including researching and booking instructors for workshops, creating a schedule and posters and advertising online.
- 7) Attended planning for non-planners workshop on April 11.