

United Townships of Head, Clara & Maria Municipal Council

Type of Decision

Meeting Date	May 12, 2017			Report Date	May 10, 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 # 12/05/17/804

Recently I have been working on the following items:

- 1) I have started an application for funding through the Healthy Kids Community Challenge for a community garden and a "Kids in the Kitchen" type of class. We are hoping to receive funding to create a raised garden bed and fill in our natural play scape with fruit trees. We will hold a kids cooking class once we are able to harvest the garden. If approved, this project will be funded 100% by the grant.
- 2) Yoga has started for the seniors program and the first part of the Pottery Class took place on May 3rd. I am continuing to organize events, register participants, and research new events for the program.
- 3) Recreation has been busy with increasing their events to raise more money for Homecoming. I have been advertising and organizing new and existing events, doing bar inventory and purchases and cash management for events.
- 4) I have spent some time helping Melinda with general planning for Homecoming and organizing materials and creating an inventory.
- 5) The office has been busy with tax payments, tipping fees, tax certificates, setting up eNotice and PAD, building and fire permits etc.