

United Townships of Head, Clara & Maria Municipal Council

Type of Decision

|                   |                    |                  |   |             |                    |   |      |   |        |
|-------------------|--------------------|------------------|---|-------------|--------------------|---|------|---|--------|
| Meeting Date      | September 15, 2017 |                  |   | Report Date | September 13, 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 # 15/09/17/804

**Since my last report to Council I have worked on:**

- 1) Tax payments.
- 2) New Horizon's for Senior's Program; researching, scheduling and organizing workshops which correspond to the budget, advertising events and confirming participants.
- 3) Homecoming; organized and put away supplies to be used in the future, created a new inventory of surplus bar and canteen stock; returned unused portions of LCBO and Beer Store orders, finalized accounts with vendors and mailing out thank you letters and tax receipts.
- 4) Ongoing bar inventory, purchasing and event deposits.
- 5) Working with Rec Committee on planning and organizing events; Homecoming fundraising, Bingo, Ball Tournament, Wild Game Dinner etc.
- 6) Worked with Gayle to transition her workload upon her retirement. Also worked with Mel Theil to have certain aspects of Recreation passed along to her. Will continue training with Mel.
- 7) Submitted a grant through New Horizon's for Senior's Program to have air conditioning installed in the community centre.
- 8) Submitted a grant through Healthy Kids Community Challenge to create a community garden, kids cooking class and recipe books. Once we received confirmation of approval, I purchased the garden kit and vegetables/fruit and planted the garden. I will begin to finalize the reports once the remainder of the fruit trees are purchased.
- 9) Working on completing final reporting for OTF ball diamond upgrades.
- 10) Completed my BEM course in Deep River and have registered for CEMC training in Ottawa for October. Started the 3<sup>rd</sup> semester for AMCTO's Municipal Administration Program.