

United Townships of Head, Clara & Maria Municipal Council

Type of Decision

Meeting Date	February 13, 2018			Report Date	February 9, 2018				
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 # 02/13/18/804

Since my last report to Council I have:

- 1) Completed a two day IMS 200 Training in Deep River, which is required to become primary CEMC.
- 2) New Horizon's for Senior's Program: appreciation dinner, updating budget, researching and booking more workshops; and
- 3) Starting the approval process for the NHSP Capital Grant including submitting additional information, signatures and contract agreements to our program officer.
- 4) Emergency Management Annual Compliance Reporting – online. Issues with their system resulted in it not being submitted properly the first time.
- 5) Review of bar inventory, floats and deposits with Mel Theil and finalizing inventory records from 2017.
- 6) Waste data entry and stats for annual reporting.