

United Townships of Head, Clara & Maria Municipal Council

Type of Decision

Meeting Date	October 14, 2016			Report Date	October 12, 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 # 14/10/16/804

Recently I have been working on the following items:

Healthy Kids: I researched and obtained quotes for equipment required for the new natural playscape. I participated in meetings, webinars and telephone conferences to gather information on playscape creation, design elements etc. I created a tender document listing the required materials and work to be completed. The equipment was purchased from Little Tykes and has been delivered. One tender was submitted for the playscape and has been awarded to Calvin Chartrand Transport. I also completed the financial workbook for the Lending Hub to be submitted to Healthy Kids.

Grant Application: I submitted a grant to the Ontario Trillium Foundation requesting funding for new dugouts at our ball field as well as new, additional benches and a scorekeepers gazebo. We are currently waiting to see if it was approved.

Waste Management: Certificate of Requirement, I have been working with Cunningham Swan to have the titles registered for Bissett Creek and Deux Rivieres waste disposal sites. Deux Rivieres is completed and Bissett Creek is being finalized. I reviewed recycling and garbage stats to create a report comparing diversion rates of local campgrounds. Melinda and I have been corresponding with Joe Hall and Cambium in order to have our ECA amended to use alternate daily cover at our disposal sites.

Recreation: I have spent some time on our last two ball tournaments, the Fish Fry, Wild Game Dinner, and Children's Halloween Party. This includes advertising, tickets, purchasing, inventory, set up, final accounting etc. Gayle and I recently started working on Homecoming to create a Homecoming logo, research vendors, obtain quotes for tent rentals and a fireworks display.

Regular Office Work: In between larger projects I have been creating and processing accounts receivable invoices and processing property tax payments. I recently finished a newsletter. Gayle and I have been working on archiving and cleaning up the files as well as dealing with general public questions and concerns.