

*Request for Decision United Townships of Head, Clara & Maria Council*

Type of Decision									
<b>Meeting Date</b>	<b>Thursday, January 16, 2020</b>				<b>Report Date</b>	<b>Wednesday, January 8, 2020</b>			
<b>Decision Required</b>		<b>Yes</b>	<b>X</b>	<b>No</b>	<b>Priority</b>		<b>High</b>	<b>X</b>	<b>Low</b>
<b>Direction</b>		<b>Information Only</b>		<b>X</b>	<b>Type of Meeting</b>	<b>X</b>	<b>Open</b>		<b>Closed</b>
<b>Report #16/01/20/901- Clerk- Treasurer's Report</b>									

Update on administrative staff's progress in meeting Council goals:

Treasury:

- Currently working on completing year end and new year processes.
- Started working with Peter in December on 2019 Audit in hopes to have it completed by February.
- Continuing to work with Real Tax to complete the tax sale process for eight properties. As of December 31, 2019 there is \$99,800 in outstanding taxes; \$55,825 of which are amounts included in the tax sale process.

Administration:

- Interviews are taking place January 10-14<sup>th</sup> for the Office Assistant and Clerk-Treasurer position.
- The Public Works Labourer position has been extended until January 15<sup>th</sup>, at which point interviews will begin for that position.
- Cyber Security – I reached out to neighbouring municipalities and only received feedback from one municipality who is in a similar position in that they do not currently have cyber insurance, have been offered a quote by their insurance company but have not proceeded as they do have offsite back up and firewall protection. They provided the contact information for their offsite back up supplier who I have requested pricing from. I also spoke to MuniSoft who cannot legally give an opinion on obtaining cyber insurance; they did however, provide tips if we were to consider proceeding with offsite backup storage. I am currently waiting to hear back on pricing for offsite backup solutions to be brought back to council for consideration.
- We have had a request from a resident who is leasing Crown land, to consider issuing credit vouchers for the landfill for MNRF/Seasonal residents instead of 25 bag tags. He would like to be able to bring bulky items to the landfill free of charge instead of garbage, as he usually brings his garbage back home with him. This is not something that I would recommend that Council does, as the costs associated with processing bulky materials is significantly higher than household garbage, and it may be seen as unfair to permanent residents. If this is something that Council would like to consider, a full report can be brought back to Council in the future.
- The Municipal World Magazine is up for renewal in February and I want to confirm with Council before proceeding with the order that there is still interest in receiving this subscription. The cost is \$325 plus tax.

CBO:

- Robert Labre has reported issuing 18 building permits in 2019 generating \$1,988.68 in revenue. The total value of the permits is valued at \$383,500.