

United Townships of Head, Clara & Maria Municipal Council

Type of Decision

Meeting Date	September 11, 2018			Report Date	September 7, 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 # 06/12/2018/804

Since my last report to Council I have:

- 1) Completed MHSW claims for rebates online and scheduled date for next year's event.
- 2) Assisted with Canada Day planning and execution.
- 3) Researched, scheduled and managed the HKCC grant program.
- 4) Continued to research and schedule events for OSCG program.
- 5) Managed the installation of air conditioning and exterior building upgrades through NHSP.
- 6) Assisted in the creation of the last community newsletter.
- 7) Updated the website to include more information on the Lending Hub.
- 8) Reviewed elections documents and information.
- 9) Uploaded tax rates into OPTA, processed and mailed out all tax bills, including electronic notices. Created PAD files. Processed all tax payments and deposits.
- 10) Completed year end adjusting entries and continue to work with Peggy and Welch LLP to have 2017 year end completed.
- 11) Started the process of tax sales with the assistance of Peggy.
- 12) Submitted two new applications for funding under NHSP:
  - capital – for shelters at LaCroix Park; and
  - programming for seniors.

- 13) Worked with the MNRF to provide continuous updates to the public while crown land forest fires were active. Created a new municipal page dedicated to those updates and worked with MNRF to obtain travel permits for contractor access to the Bissett Creek waste disposal site.**
- 14) Continued training with Stephany on bar inventory, recreation and office duties.**
- 15) Regularly completed staff payroll, accounts payable, accounts receivable, cash receipts, deposits, EFT payments, Visa statements, online payments, account transfers and remittances (school board, Provincial and Federal) as well as general office duties.**