

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

Type of Decision									
<b>Meeting Date</b>	<b>Thursday, February 21, 2019</b>				<b>Report Date</b>	<b>Tuesday, February 12, 2019</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 #21/02/19/901</b>									

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

**Treasury:**

- Worked with Scotiabank to have the primary account holder's information changed to my name in order to be able to have a credit card issued to the new Librarian;
- Ordered new tokens for the Mayor and Deputy Mayor in order to approve payroll;
- Worked with Peggy to have bank reconciliations balanced up until December 31<sup>st</sup>, 2018, and to balance taxes;
- Reviewed all GL accounts to identify errors and required adjusting entries;
- Working on having account information changed for CRA;
- Completed New Year processing on all MuniSoft modules;
- Processed interim tax billing, mailed/emailed notices, created PAD files;
- Finished CIP grant reporting;
- Training with MuniSoft has started and will continue into March.

**Administration:**

- Emergency Management online reporting to ensure 2018 compliance;
- Met with Louisa for initial interview and provided documents needed for the service review;
- Advertised for municipal custodian position;
- Website updates to create 2019 pages and update minutes, agendas and by-laws online;
- WSIB 2017audit completed and approved;
- Applied for Canada summer jobs grant;
- Plowing extension signed, AGCO opt-in confirmed and other council resolution follow up;
- Parental Leave and Tree Canopy webinar hosted by Wishart Law Firm and E4M – Feb 8<sup>th</sup>;
- Helipad research: Note - I contacted the property owner, who was okay with having the trees trimmed or removed. I explained that we would be asking ORNGE for a deputation or meeting to have expectations clearly defined and I would get back to him with the exact scope of work required, especially to not have this be an issue again in the future.

**CBO:**

Robert Labre reported 22 permits issued for 2018 generating, \$1331.51 in revenue. The total value of the permits totalled \$108 100.00. He completed 10 smoke and CO alarm inspections.

Training:

Administrative Assistant has started Municipal Administration Program – Unit One.

Interim Clerk/Interim Treasurer has started Municipal Accounting and Finance Program – Unit Two.

**Approved and Recommended by the Clerk**

Crystal Fischer,  
Interim Clerk