

United Townships of Head, Clara & Maria Municipal Council

Type of Decision

Meeting Date	December 12, 2017				Report Date	December 5, 2017			
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 # 12/12/17/804

**Since my last report to Council I have worked on:**

- 1) AR invoicing, payments and deposits.
- 2) Tax Payments and deposits.
- 3) Blue Box recycling flyer for in-kind advertising.
- 4) New Horizon's for Senior's Program; researching, booking and setting up workshops, purchasing supplies.
- 5) Advertising for Rec Committee and Senior's events.
- 6) Submitted an application through Senior's Community Grant to begin a new seniors program for 2018/ 2019.
- 7) Finished the cookbook and submitted the final report and reconciliation for the Healthy Kids Community Challenge grant.
- 8) Completed my IMS 100 training online for Emergency Management.
- 9) Attended the annual Emergency Management Training and Exercise.
- 10) Updated Emergency Management Response Plan.
- 11) December Newsletter.