

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

Type of Decision									
Meeting Date	Saturday, June 22, 2019				Report Date	Tuesday, June 11, 2019			
Decision Required		Yes	X	No	Priority		High	X	Low
Direction		Information Only		X	Type of Meeting	X	Open		Closed

Report #22/06/19/801 – Clerk/ Deputy Treasurer's Report

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

Treasury:

Completed the 2018 audit;
 Completed the final report for the Ontario Senior's Community Grant;
 Uploaded tax rates into OPTA;
 Working with CRA to have account information updated to have access and receive HST rebate;
 Spent considerable time on budget;
 Continue to work with Real Tax to proceed with tax sales for eligible properties;
 Bank reconciliations have been completed to date;
 Worked with Peter to have the 2018 Financial Information Return completed and submitted;
 Applied for AMP It Up funding for asset management support/ plan review;
 Preparing to finalize and print Final Tax Notices – supplemental and omits will be processed first.

Administration:

Started research and planning for the New Horizon's for Senior's Program including a Garden Stone Workshop on June 14th and a Painting Workshop on July 4th. Exercise, Yoga and more workshops to come in the fall;
 Applied for temporary extension through AGCO for the ball tournament;
 Completed 2018 OCIF reporting;
 Followed up on post-election requirements;
 Reviewed the Biennial Report for Stonecliffe disposal site and Update Letter for Bissett Creek disposal site provided by Cambium before being submitted to the Ministry;
 Completed Emergency First Aid, CPR and AED Training with staff, one member of Council, volunteers and public for a total of 15 attendees and a cost to the municipality of \$720;
 Advertised for Canada summer jobs grant, received one application, student to begin July 2nd;
 Created power point presentation and full day training for emergency management on June 13th;
 Helipad – Terry will anchor the lights with 2ft rods and cement, once that's completed I will send pictures to ORNGE air and the pad will be open to day operations. I will continue to work with the property owners and contractors to have the required trees removed;
 Updated plowing tender contract and advertised with a deadline of July 12th;
 Had propane safety shut off valves installed on stove lines in the kitchen by Stinson;

Sent in required documentation to receive the municipality's AMO Main Street Revitalization in the amount of \$37, 864;

Gas tax audit to take place June 18th;

Attended an Energy reporting webinar, report due July 1st;

Contacted OPG to inquire about having land on Harvey Creed Road transferred to Township, waiting to hear back from the real estate division;

Boat Launches – I have contacted the MNRF and obtained information on the process of having the docks replaced. Input will be required on whether it is a direct replacement, if additional square footage is expected, whether we will be dredging etc., as these factors can significantly impact the process and applications/ approvals required.

Training:

Administrative Assistant has completed Municipal Administration Program – Unit One; will begin Unit two in Fall 2019.

Clerk/Deputy Treasurer has finished Municipal Accounting and Finance Program; will move onto LAW Fall 2019

Approved and Recommended by the Clerk

Crystal Fischer,
Clerk/ Deputy Treasurer