

United Townships of Head, Clara & Maria Municipal Council

Type of Decision

Meeting Date	March 24, 2017			Report Date	March 22, 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 # 24/03/16/803

**Recently I have been working on the following items:**

**Healthy Kids:** I attended a workshop on February 10<sup>th</sup> as HKCC wrapped up their Water Does Wonders Theme. They will begin to work on their next theme, Choose to Boost Veggies and Fruit, which will focus on healthy eating, fruits and vegetables and local food production/distribution.

**Waste Management:** Bill and I attended a half-day landfill operator's course in Barry's Bay on March 9<sup>th</sup>. The presentation was well done and this course will help us fulfill some of the training requirements requested from MOECC. I finished annual landfill reporting for Cambium and a report requested from Environment and Climate Change Canada (ECCC) who are doing a study on small landfills in Ontario.

**Recreation:** I have spent some time working on Homecoming; locating vendors, equipment, supplies etc. I have been looking after bar inventory, scheduling and purchasing for Trail Side Café and Missing Link events as well as scheduling volunteers for Trail Side Café each weekend. Since learning we were successful in obtaining a grant to create another Senior/Intergenerational Program I have started booking events, based on resident's feedback, well into the fall.

**Regular Office Work:** I have been busy processing property tax payments. I have been sitting in on some of the new taxation software training and learning how to use the new system. I also recently finished a newsletter.