

United Townships of Head, Clara & Maria Municipal Council

Type of Decision

Meeting Date	January 23, 2018				Report Date	January 15, 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 # 01/23/18/804

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

- 1) Homecoming final grant reporting (financials).
- 2) HKCC final grant report and financial reconciliation.
- 3) New Horizon's for Senior's Program; mailed out invitations for appreciation dinner, finalized RSVP list, confirmed numbers for catering, confirmed entertainment.
- 4) Emergency Management Annual Compliance Reporting – online.
- 5) OCIF grant reporting.
- 6) Archiving and updating list.
- 7) Website updates – New Year recycling and council meeting dates.
- 8) Waste data entry and stats for annual reporting.
- 9) Started newsletter.

**I had three weeks off over the holidays as well.**