

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

Type of Decision									
Meeting Date	Tuesday, Jan. 23, 2018				Report Date	Wednesday, January 2, 2018			
Decision Required		Yes	x	No	Priority	X	High		Low
Direction		Information Only		x	Type of Meeting	X	Open		Closed
Clerk's - Report #23/01/18/801									

**Subject:**

1. Time since the last meeting has largely been spent on:
  - a. Year end reports and finalizing outstanding reports and projects from 2017.
  - b. We have new resources available for Council and candidates interested in running for a seat on council to borrow.
  - c. Final Grant application reporting.
  - d. Review Provincial Transportation Grant – not applicable in our situation.
2. Follow up:
  - a. I have contacted Staff Sergeant Neufeld re: OPP service in our area and auto-extrication; he assured me that service to our area was not affected by the lack of auto-ex services.
  - b. Review of legislated updates: Bill 148 and Bill 68 primarily.
  - c. The Council Code of Conduct Complaint Report and Harassment complaints report should be completed in the next couple of weeks and available for February's meeting.
3. Grant applications submitted but awaiting notice:
  - a. air conditioning for hall along with overhang along west of hall plus canopy for back parking area – bbqing etc. – Approved. Rec committee committed funding for this project.
  - b. Seniors Community Grant Program – ongoing seniors activity programming – 2018.
4. Set date for Clerk's performance appraisal. Documents have been provided with this package.
5. Issues for Budget process. Staff are nearing completion of year end outstanding issues and will hope to prepare a preliminary budget document for the February Council meeting. Council priorities for 2018?
  - a. One issue to consider with any surplus is the paying out of time in lieu banked by admin staff. We still have a significant number of hours. To reduce those owing to me, I have been coming in at 10 or 10:30 each morning. Additional details will be provided with the budget proposal for upcoming meetings.