

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

Type of Decision									
Meeting Date	Thursday, April 25, 2019				Report Date	Tuesday, April 9, 2019			
Decision Required		Yes	X	No	Priority		High	X	Low
Direction		Information Only		X	Type of Meeting	X	Open		Closed

## Report #25/04/19/901- Interim Clerk/ Interim Treasurer's Report

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

Treasury:

Processed T4s

Processed Council Honorariums

Completed all training with MuniSoft

Worked with Peter on 2018 Audit

Contacted Real Tax to start tax sale process for ten properties; as of December 31, 2018 there was approximately \$29,700 in outstanding taxes.

Administration:

Hired custodian

Delivered affidavits to the Pembroke Courthouse for hearing

Researched alternate methods of payments

Submitted Gas Tax Report

Applied for funding through FCC AgriSpirit Fund

Attended Emergency Management Training in Horton

Finished OSCG grant including final report

Updated Municipal Alcohol Policy

Updated Terms of Reference for Recreation Committee

Completed newsletter with Mayor Grills

Contacted ORNGE air regarding payment and contract – we did not receive the maintenance allowance for 2018 due to contract conditions not being met by the township. Once the trees are trimmed or removed ORNGE will release the funds for 2018 and 2019.

Feedback that we have received to date through the suggestion box includes:

"Please keep the Senior Grant Program. It makes this an incredible township to live in"

"Please get a debit machine"

"Please continue with monthly newsletter"