

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

Type of Decision									
Meeting Date	Thursday, September 19, 2019				Report Date	Wednesday September 11, 2019			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
Report #19/09/19/901- Clerk's Report									

This report to Council was created to provide information received from Scotiabank and information regarding matters required to be passed by resolution.

E-Transfer info: The possibility of having e-transfer was discussed at the last regular meeting of Council so I inquired with Scotiabank and was told that they cannot offer e-transfer services to any business that require two signatories (i.e. cheques, agreement changes etc.). It is only offered to businesses that require one signature. During the same discussion we were able to reduce the monthly Scotia Connect plan by \$50/ month (with no other changes to level of service) and I also briefly received some information regarding investments and GICs.

Holiday Office Closure: Staff is requesting consideration of a two week office closure for the Christmas holidays in order to use vacation time and time-in-lieu during a period of time that the office demands are typically lower. In discussion with the Mayor and Deputy Mayor the resolution for this closure would include December 24<sup>th</sup> at noon until January 3<sup>rd</sup>.

Reserve Funds: The auditor suggested that a motion be passed to approve the Recreation reserve amount at \$20,500. The Recreation Reserve Fund was established as \$19,851 in 2016. In 2017 there was a surplus of \$2,217 and a loss of \$1,568 in 2018, resulting in \$20,500 as of December 31, 2018.

Council Meeting Times: Concerns were identified during previous Council meetings that the meeting start times were too late. A resolution has been created to change the remaining 2019 Council meeting times to 2:00 p.m. for October 17, November 21, and December 19. The 2020 dates will be determined at the December meeting of Council.

BEM Training: I have been in discussion with Ann Turney, Emergency Preparedness Officer at CNL, and BEM training instructor who has been approved to provide the BEM training course in HCM on the condition that three seats are available to CNL employees. There is no confirmation of dates yet, but she is available at the end of November/ beginning of December.

This would be an excellent opportunity to allow Stephany to attend her BEM training which is one of the first steps towards the CEMC designation. It is also a good opportunity for members of Council and other members of Staff to complete the training in house. Staff is requesting Council's support for this training, use of the community centre for two days, and permission to invite neighbouring communities to attend the training. We are also looking for Council's opinion on providing lunch and refreshments as there are no nearby restaurants in the area.

**Approved and Recommended by the Clerk**

Crystal Fischer,  
Clerk