



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Kathy Adams, Clerk
DATE: 03/04/2017
SUBJECT: Clerk's Department Update
ATTACHMENTS: None

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the April 3, 2017 report of the Clerk's Department activities for information purposes.

EXECUTIVE SUMMARY

The Clerk provides periodic updates to Council on the activities of the Clerk's Department.

DISCUSSION

1. Administration

Preparation of agendas and minutes in eSCRIBE for meetings and posting on website.

Processing of planning applications.

Preparation of Council reports, minutes and by-laws.

Review of HR & Health & Safety policies.

Administration Staff attended Huron County Elections Working Group meeting.

2. Information Technology

Continuing to work with Recreation staff to compile information and complete configuration template for Legend Recreation Software.

Assisted Morris-Turnberry with the migration of IT services to their new provider.

Significant work being done to prepare the IT infrastructure at Memorial Hall in Blyth.

Met with Hurontel and TCC to discuss bridging Blyth and Wingham networks.

Various daily tasks (install updates, set up new accounts, repair equipment).

3. Health & Safety

Reviewing Health and Safety Management Systems with assistance of Public Services Health and Safety Association.

Working with Public Works Admin and Human Resources Co-op student on the procurement and deployment of new first aid kits in municipal facilities.

Beginning implementation of MSDS Online to ensure Safety Data Sheet inventory if complete, up to date and available to all employees.

4. Child Care Services

General

Continuing to learn more about legislative changes as Phase three to Child Care and Early Learning Act continues to upgrade regulations.

We welcome back full time ECE Vanessa Marks as she returns to work from Maternity leave. She will be bringing Leah with her to the infant program.

Day Care

We have done our major shuffle of groups and children to accommodate the influx of infants. We now have a waitlist for September 2017 for infants. We have no spaces available until the end of June.

Preschool now 32/32, Toddlers 20/20, infants 10/10.

We are hoping to begin a public Face Book page. We have received back information from all parents. It will be used to high light our learning activities and inform parents of such activities as weather closures, illness etc.

Parents continue to request HiMamma to follow their children out of toddler room one. It is approximately 32 dollars per room per month and we currently use it in two rooms. We would also have to purchase another ipad. In June there is play based funding we will apply for to extend the use of this App.

Early Learning Site

16 children are using this program daily. They utilize a private face book group for daily information sharing.

Before and After Maitland River

Approximately 50-60 children using the after school program.

Before and After Sacred Heart

We have a steady group of 13 at this location, which allows one staff for before and after school program.

Early Years

Staff continue to update parenting programs to meet new delivery of curriculum in the schools with direction from the County of Huron.

Staff will possibly be participating in some way at the Plowing Match 2017.

FINANCIAL IMPACT

None of the items in this report have a direct financial impact on the budget.

FUTURE CONSIDERATIONS


No items for future consideration.

RELATIONSHIP TO STRATEGIC PLAN

Goal 4 – Our administration is fiscally responsible and strives for operational excellence.



Kathy Adams, Clerk



Sharon Chambers, CAO