



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Kathy Adams, Clerk  
**DATE:** 01/05/2017  
**SUBJECT:** Clerk's Department Update  
**ATTACHMENTS:** None

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## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receives the May 1, 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 planning applications.

Preparation of Council reports, minutes and by-laws.

Review of Human Resources and Health & Safety policies.

Attended Huron County Elections Working Group meeting to review internet and telephone voting providers.

Met with Records Management Coordinators from each department to develop roadmap for next steps in records management implementation process.

Attended Huron County Municipal Officers Association meeting.

### **2. Information Technology**

Submitted Legend recreation software core configuration details, working to optimize inventories.

Continuing to prepare IT infrastructure at Memorial Hall in Blyth

Migrated mail flow and accounts from aging FDNH server to main Township server.

Set up accounts for new staff member, configured computer, phone and other related equipment.

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

Draft PTSD Policy submitted to Ministry for review.

Updated first aid kits in the process of being install in each workplace.

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

Delivered orientation training for new staff member and summer students.

#### **4. Child Care Services**

##### General

Half of the staff will be retrained in First Aid, as required by legislation, on April 25<sup>th</sup> and April 26<sup>th</sup>. Staff also attended a workshop on their Professional Requirements as Registered Early Childhood Educators. The College of Early Childhood Educators presented the Continuous Professional Learning Requirements and shared that a NEW Code of Ethics will be released in June.

##### Day Care

We are currently so full in the Child Care Centre that we are opening five extra toddler spaces. We have no spaces available now until the end of June. Preschool now 32/32, Toddlers 25/25, Infants 10/10. We are currently working on a wait list for January for infants and preschoolers for September.

##### Early Learning Site

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

##### Before and After Maitland River

Still have approximately 50-60 children using the After School program.

##### Before and After Sacred Heart

We have a steady group of 13 at the location which allows one staff for the Before and After program.

##### Early Years

We attended a County forum for future planning according to Soar - Strengths, Opportunities, Aspirations and Results. This was held with the Health Unit, Rural Response for Healthy Children, CAS and Early Years.

##### **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.



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Kathy Adams, Clerk



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Sharon Chambers, CAO