



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Kathy Adams, Clerk
DATE: 04/07/2017
SUBJECT: Clerk's Department Update
ATTACHMENTS: None

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the July 4, 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 and Health & Safety policies.

Attended PSB Conference.

Attended Huron County Elections Working Group meetings.

Attended Huron County AODA Working Group meeting.

Met with Records Management Co-ordinators from each department for status update and process reports.

2. Information Technology

Configured extension of Wingham network to ESTC.

Researching hardware requirements for Legend Recreation software.

Completed IT items at Memorial Hall.

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

Co-ordinated Huron County WebGIS Training for staff.

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

3. Health & Safety

Continuing review of Health and Safety Management Systems.

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 students.

4. Child Care Services

General

Staff completed College of Early Childhood Educators Continuous Professional Learning module on line as a group. This is a Mandatory first step in their Membership.

We have implemented a Public Face Book Page “North Huron Children’s Programs” and response has been very positive.

We have two Fanshawe Students completing placements this summer.

Day Care

We have completed summer surveys and we will be busy for the summer as well.

We have no infant spaces available as this program is full.

Preschool now 24/32, Toddlers 18/25, Infants 10/10.

We are currently working on a waitlist for January infants, and preschoolers for September.

Early Learning Site

We have a large group of JK/SK so we will be running a group of 24/24.

Before and After Maitland River

Program is gearing down for the end of the school year. September registrations are consistent.

Before and After Sacred Heart

This program remained steady all year and most will return in the fall.

Early Years

Summer programming has been initiated. Check local programs for outdoor opportunities.

5. Museum Summer Programs

William Stevenson has been hired as our Summer Museum Curator and began his employment in May. Part of the Curator’s wages will be covered by a Summer Canada grant program.

William is busy cataloguing archives, doing genealogical research and offering tours and programs to visitors to the Museum.

FINANCIAL IMPACT

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

FUTURE CONSIDERATIONS

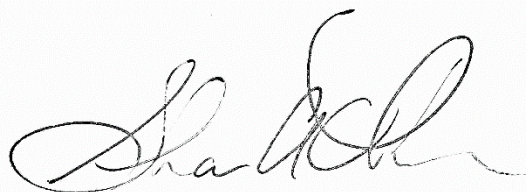
No items for future consideration.

RELATIONSHIP TO STRATEGIC PLAN

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



Kathy Adams, Clerk



Sharon Chamber, CAO