



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Richard AI, Clerk / Manager of IT
DATE: 05/09/2017
SUBJECT: Department Update
ATTACHMENTS:

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the September 5th, 2017 Clerk's Department Update Report for information purposes.

EXECUTIVE SUMMARY

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

DISCUSSION

Administration

Records Management

The classification of all current Administration records in the Municipal Office has been completed. These records have been labeled, assigned a retention schedule and indexed in the Township's records database. Work in other departments to complete the classification of departmental files is ongoing. Administration staff will now shift focus to classifying and indexing the backlog of historical files.

Cemetery

Administration and Public Works staff attended a webinar on August 23rd to demo a popular cemetery management software suite. A site visit to a local municipality currenting using this software is planned for the week of September 4th.

The Huron County GIS Department has generously agreed to assist with the creation of GIS maps for the Blyth and Wingham cemeteries. These maps will assist staff in various aspects of the cemetery operations.

Information Technology

Legend Recreation Software

As the launch date for Legend approaches, Recreation staff have been working diligently to ensure that all data is correctly inputted. Most of the IT related items to support Legend have been installed with the exception of a few devices which will be completed over the course of the next few days.

The addition of an online registration page on the Township website under Recreation is being designed and will be made live when Legend is available to the public.

Miscellaneous

Various IT related items have been completed such as;

1. The set up of a workstation for a new employee in the Fire Department of North Huron
2. Moving and reconfiguration of workstations to support the arrival of the new CAO
3. Improvements to network connectivity at the Children's Centre to support additional HiMama connections
4. Updates to Fire Department software suite

Health and Safety

Ongoing Items

Work on the Risk Assessment / Job Hazard Analysis is ongoing and staff continue to perform monthly site inspections to identify any potential hazards in the workplace.

Material Safety Data Sheets

Staff are scheduled to meet on September 14th to review the Township's database of material safety data sheets and update binders in all locations as needed.

FINANCIAL IMPACT

No immediate financial impact at this time.

FUTURE CONSIDERATIONS

No future considerations at this time.

RELATIONSHIP TO STRATEGIC PLAN

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



Richard Al, Clerk/Manager of IT



Larry McGregor,
Interim CAO/Director of Public Works