



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Kathy Adams, Director of Corporate Services/Deputy Clerk
DATE: 18/09/2017
SUBJECT: Department Update
ATTACHMENTS: None

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the September 19, 2017 report of the Corporate Services Department activities for information purposes.

EXECUTIVE SUMMARY

The Director of Corporate Services/Deputy Clerk provides periodic updates on the activities of the Corporate Services Department.

DISCUSSION

1. Administration

Attended Clerk's & Treasurers meeting.

Working on organization of files for reassignment of job responsibilities.

2. Child Care Services

General

Our Current Program Advisor has taken a contract elsewhere. For the third year in a row our license inspection will be completed by a new Program Advisor. We are unsure who at this time. They each have their own unique idea of how policies should look.

We have completed the second round of Child Care and Early Years updated legislation. Policies now include Parent Complaint Process, Waitlist Policies, Emergency Policies and revised two thirds ratio times as well as more direction on Individual Program Plans and Medical Plans.

The changes in the two thirds ratio (which allows more children at start and end of day according to day time ratios) has become more limited. This requires you to have more staff on the floor earlier and later in the day which increases our staffing expenses.

Day Care

Fall is tricky! With staggered entry into JK/SK and new enrollers we have a week of overlap. It went well and we are now settling into our more regular numbers.

We have limited infant spaces and have a waitlist for this program. We are currently sifting and sorting to ensure we fit in everyone we can.

Preschool now 19/32, Toddlers 25/25, Infants 10/10.

We are hoping to move a group of toddlers into preschool to allow movement of infants to toddlers to keep the infants moving in.

Early Learning Site

After a busy summer of approximately 18-24 at our off site we are now settling into a group of 14 with room for two more children in the program.

Before and After - Maitland River

We have seen an increase in our morning children at Maitland River. We will be required to have two staff with the JK/SK group. Previously we only needed one staff in the morning with that group running approximately 21 children am and pm.

The senior group remains large with approximately 20-30 in the am and pm. This requires two staff am and pm.

Before and After - Sacred Heart

This group has dropped in numbers. Staff are planning some advertising and attending the school open house. We are currently serving more morning children with approximately 8-10 and only 4-6 in the afternoon.

Early Years

Early Years Staff are gearing up for their Parenting Programs.

We are investigating a Program in Fordwich as there has been interest expressed.

3. Museum Programs

Summer programs ended on September 1, 2017 which was the final day of summer student staffing.

Grant submission will be submitted to Canada Summers Jobs for employment grant funding.

Staff and volunteers have been gathering artifacts to loan to the Plowing Match for their historical display.

FINANCIAL IMPACT

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

FUTURE CONSIDERATIONS

Not items for future consideration.

RELATIONSHIP TO STRATEGIC PLAN

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



Kathy Adams, Director of Corporate
Services/Deputy Clerk



Dwayne Evans, CAO