



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Kathy Adams, Clerk  
**DATE:** 06/06/2016  
**SUBJECT:** Clerk's Department Update  
**ATTACHMENTS:** None

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## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receives the Clerk's June 6, 2016 Department Report for information purposes.

## **EXECUTIVE SUMMARY**

This report is to keep the Council of the Township of North Huron informed of the operations of the Clerk's Department.

## **DISCUSSION**

### **1. Administration**

Continued implementation of components of Clarity payroll program.  
Administration staff attended AMCTO Zone meeting in Exeter.  
Summer students have started their positions with the Museum and Economic Development.  
Grant application for summer student wages was approved for funding.

### **2. Building/Property Standards/By-law Enforcement**

Six permits issued so far for month of May – forty permits issued to date.  
Permit value this month so far is \$649,000., with revenue of \$1,375.  
Three dog complaints received and are being resolved with owners.  
Four new property standards complaints being investigated.  
Construction at the Maitland River Church and the Hospital's John Street project are progressing well.  
Xterra has been issued a permit for the well project in Blyth with work well underway.

### **3. Child Care Services**

#### **General**

One of our regular supply staff is filling our current maternity leave position.  
The Child Care Clerical Assistant position has been filled.  
Several new supply staff have come on board which greatly assists with our need for staff.  
We have completed annual license items that were due May 27, 2016.  
Staff have attended several training sessions recently and have been very diligent at meeting their ongoing Continuous Pro

#### Day Care

We are operating with 8-10/10 infants, 23/25toddlers and 32-32/32 preschoolers.

We are already full in infants for September and have parents putting their children on wait lists for February and March 2017.

We are extremely full in all locations at this time.

We are sending out our annual summer surveys to see what numbers look like for the summer months.

#### Early Learning Site

We will have a steady group of 16 children at this location until the end of June.

We have worked hard to develop an outdoor learning program that families are enjoying.

#### Before and After - Maitland River

Good weather is allowing the children to burn off energy in a positive way.

#### Before and After - Sacred Heart

Enrolment at this site remains consistent.

#### Early Years

We are offering a specialized Parenting Program on Monday afternoons in collaboration with the County of Huron.

### **4. Health & Safety**

Ongoing monthly inspections of municipal facilities.

### **5. Information Technology**

Upgraded Standpipe – Well 4 SCADA communications to improve reliability.

Investigated multi-function printer/copier options from various suppliers.

Worked with Veolia team to transition email services from North Huron to Veolia.

Researched network extension/bridge to Morris-Turnberry office to accommodate Shared Services requirements.

Performed site survey of North Huron and Morris-Turnberry locations suitable for bridge installation.

Installed upgraded phone system at Turnberry Work Shed.

Attended online recreation software presentations to further explore available options.

Set up of computer system and associated accounts for Director of Public Works.

### **FINANCIAL IMPACT**

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

### **FUTURE CONSIDERATIONS**

No items for further consideration.

### **RELATIONSHIP TO STRATEGIC PLAN**

The Clerk's Department is fiscally responsible and strives for operational excellence.

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Kathy Adams, Clerk

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Sharon Chambers, CAO