



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Richard Al, Clerk / Manager of IT
DATE: 15/01/2018
SUBJECT: Department Update
ATTACHMENTS:

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receive the Clerk's Department Update Report dated January 15, 2018, for information purposes.

EXECUTIVE SUMMARY

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

DISCUSSION

Administration

Election 2018

On December 5, 2016 Council passed By-law 111-2016 authorizing the use of Telephone and Internet Voting as an alternative voting method. The *Municipal Elections Act, 1996 S.O. 1996, s.42 (3) and (4)* requires that the Clerk establish procedures and forms for the use of any alternative voting method authorized by by-law. The Act provides authority and discretion to the Clerk to establish the specifics of said procedures and forms so long as they are consistent with the principles of the Act. The required procedures and forms must be created by December 31 in the year before the year of the election. In compliance with this requirement, a procedures manual has been created and was made available on December 30, 2017 on the Township of North Huron website on the Residents – Municipal Election page. In addition, the Municipal Election page has been updated with a significant amount of new information regarding telephone and internet voting as well as with general election information.

The next milestone in terms of the Municipal Election, will be the creation of an information package for candidates. This will be a significant focus of the Clerk's department over the coming months.

Hutton Heights Property

As directed by Council during the January 4, 2018 Budget Meeting, an invitation has been extended to Sandra Weber, Director of Planning for the County of Huron, to attend an upcoming Council meeting to discuss development and servicing options for the Hutton Heights property south of Wingham. Ms. Weber has responded indicating that she will attend the February 20th, 2018 Council Meeting as a delegation.

Follow-up to Councillor Inquiry

During the December 18, 2017 Council Meeting, Councillor Seip inquired regarding an item on the Bills and Accounts listing. The line in question indicated a payment in the amount of \$5,181.05 for ESTC – REC – PHONE SYSTEM. The question was raised due to the amount of this particular payment however upon review, staff recalled that although this was a single charge from a single vendor, it

was not strictly an ESTC related expense as it included items for multiple departments which were ordered together in a single order to achieve savings through economies of scale. The approximate breakdown of this expense was \$1881 for the Recreation department, \$1650 for the Wingham Fire Hall and \$1650 for the ESTC.

Ombudsman Report

In late December 2017, staff received notification of a complaint received by the Ontario Ombudsman regarding the Closed Session meeting held on December 11, 2017. Staff worked with the Ombudsman's office throughout their investigation of the complaint and received notice on January 8, 2018 that a letter summarizing the findings of the investigation would be forthcoming. To summarize the conclusion of the letter, the Ombudsman's review found that the closed meeting held on December 11, 2017 fit within the exceptions for closed meetings set out in the *Municipal Act, 2001* however provided a recommendation that Council may wish to consider refraining from receiving delegations in closed session and instead have staff carry out these negotiations before reporting to council and seeking direction. This letter in its entirety is to be received by Council for information and as such is included on the January 15, 2018 agenda as item 4.3.7.

Information Technology

Legend Recreation Software

The Recreation department has utilized the Legend Recreation Software suite for approximately 4 months now and in that time great progress has been made in moving to online booking and registrations. From an IT perspective the requirement for support has decreased as Recreation staff have become more familiar and comfortable with the system. As additional modules go live over the course of 2018 and beyond, the need for a heightened level of IT support may be required however the dedication of Recreation staff to learning this new system and associated processes is commendable and will certainly enable the system to evolve over time.

Security Updates

Security in the Information Technology world has always been an item of focus for IT Professionals. That said, it is becoming more of a mainstream focus as numerous media outlets cover the increasing number of high profile organizations impacted by the likes of wannacry (and variant) infections, data loss through phishing attacks and most recently the discovery of the Meltdown and Spectre vulnerabilities which exist in most computer and server systems manufactured for the past few decades. Although we attempt to protect systems and data as much as possible, new attacks or vulnerabilities are discovered frequently. In business today, the reliance on data is paramount, likewise much of North Huron's operations depend on the reliable systems and accurate data which staff utilize daily. As such, significant time has been and will continue to be required to remain abreast of current trends as well as test and deploy patches for the numerous software packages in use by the various departments within North Huron. In 2018 ongoing staff education regarding phishing and other potential attack vectors will be essential as will the review of internal and external data access with a focus on promoting security of the municipality's systems.

FINANCIAL IMPACT

No immediate financial impact at this time.

FUTURE CONSIDERATIONS

No future considerations at this time.

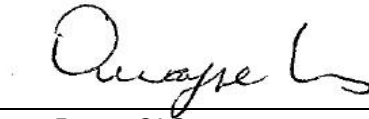
RELATIONSHIP TO STRATEGIC PLAN

Goal 3 - Our Community is Healthy and Safe

Goal 4 - Our Administration is fiscally responsible and strives for operational excellence.



Richard Al, Clerk / Manager of IT



Dwayne Evans, CAO