



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Richard AI, Clerk/Manager of IT  
**DATE:** 03/04/2018  
**SUBJECT:** Clerk's Department Update  
**ATTACHMENTS:**

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## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receive the Clerk's Department Update report dated April 3, 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**

The Huron County Election Working Group met on March 20, 2018 to discuss next steps in the 2018 Municipal Election. It was determined that all Huron County lower tiers would engage in an initial joint advertising campaign across the county. The initial advertisement will be a large ad (possibly a full page) outlining the positions for each lower tier municipality and will be run in all newspapers across Huron County to achieve enhanced coverage and get the word out as much as possible. After the initial joint ad, each lower tier will send out other ad(s) as nomination day approaches.

In addition, discussion took place regarding organizing a joint candidate information session. The session would be open for candidates or those interested in the municipal election from across Huron County to attend and would be facilitated by MMAH Municipal Advisor Maureen Beatty. The thought is to hold such an event in Clinton as it is central for all of the lower tiers. More information will be provided as the details are determined.

#### **Cemetery**

Administration and Public Works staff met on March 22, 2018 to discuss cemetery operations and possible process improvements. A number of items were discussed in detail including the current fees associated with cemetery operations and ways to streamline the process, ensuring that the proper individuals have the correct information when they need it. This would be achieved by the implementation of cemetery software to improve the record keeping practices as well as access to those records.

#### **Emergency Management**

Staff recently met with Huron County CEMC David Clarke to discuss the preparation of updated emergency management packages. Council approved a revised Emergency Management Plan in December 2017 and David Clarke has made a number of suggestions to improve North Huron'

emergency response packages. Staff will continue to work with David to implement improvements to increase North Huron's emergency preparedness.

### **Information Technology**

#### **Legend Recreation Software**

Legend continues to implement new updates and enhancements to their software suite. A number of minor bugs have recently been fixed by updates to the software and new enhancements are being reviewed by Recreation staff prior to implementation. Equipment has been configured at the airport to enable staff to process sales of items such as fuel or tie downs from that location.

#### **Security Updates**

To address certain security concerns, one of the municipality's older servers has been retired and services moved to a more modern server. This was done using existing equipment, no additional hardware has been purchased.

### **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 Health and Safe

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



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Richard Al, Clerk/Manager of IT



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Dwayne Evans, CAO