



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Dwayne Evans
DATE: 04/06/2018
SUBJECT: CAO Activity Report
ATTACHMENTS: [Click here to enter text.](#)

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the report of the CAO, dated June 4, 2018, regarding updates on matters with the Administration Department and the overall operation of the municipality.

EXECUTIVE SUMMARY

The CAO provides periodic updates to Council on matters within the Administration Department and the overall operation of the municipality.

DISCUSSION

- 1. Pay Equity/Market Review:** At the May 22, 2018 regular meeting, Council approved the 2018 budget and the 2018 pay grid which became effective May 28, 2018. The CAO, in consultation with the Senior Management Team, has moved staff on to the new pay grid. The Department heads are starting to meet with individual staff members to inform them of their placement on the new grid. Because of the format of the employment contracts for the CAO and the Director of Public Works, a closed meeting will need to be held in the near future.
- 2. Blyth-Hullett Landfill:** As previously reported, the CAO has been working with the Director of Public Works and Central Huron's CAO regarding the acquisition of groundwater rights within the Blyth-Hullett Landfill site's 'Contamination Attenuation Zone'. A meeting was recently held with the Blyth-Hullett Landfill Board to seek further direction. Staff are proceeding with the direction provided. Councillor Vodden is North Huron's representative on the negotiating committee.
- 3. North Huron Daycare Centre:** The CAO and the Manager of Childcare Services continue to explore the delivery of children's services. The Manager of Childcare Services is currently undertaking a financial analysis of some possible changes to children's services.
- 4. Economic Development Committee:** Due to lack of quorum for the May meeting, the last Economic Development Committee meeting was held April 5, 2018. The next meeting is scheduled for Thursday, June 7, 2018 at the Emergency Services Training Centre in Blyth. These meetings are open to the public.
- 5. North Huron Recreation Department:** Effective May 28, 2018, Kim Scholl has assumed the role of Director of Recreation and Facilities until a permanent replacement has been hired. Tammy Lamont has assumed the Aquatics Supervisor position (Kim's home position) and Melissa Scott has taken on the lead role of the museum project with my assistance. A staff report on the museum project will be presented for Council's consideration shortly. Sean McGhee, Director of Public Works, has assumed responsibility for the airport on a permanent basis and is overseeing facilities on an interim basis.

The CAO, Acting Director of Recreation and Facilities, and the Director of Public Works are meeting with the leadership team for recreation and facilities to obtain input on the Director position and any other possible changes they would like to be considered. The CAO and Acting Director of Recreation and Facilities are also meeting with all recreation and facilities staff to obtain their input. Any changes proposed to the Director position and/or the department will be provided for Council's consideration under separate cover and at a later date.

- 6. Human Resources:** The CAO and Senior Management Team has identified a need to embark upon of a review of the Township's Human Resource Policy Manual. Disparities, lack of clarity and new provincial legislation (Bill 148) has prompted this review. Due to a number of other matters requiring staff's attention, the review of the Township's Human Resource policies has been delayed. The CAO will be developing options for Council's consideration regarding the completion of this project.

On May 15, 2018 the CAO attended a one day human resource conference in London. The conference was attended by over 200 people from both the public and private sector. The topics of discussion included: workplace obligations; how to accommodate and when to discipline for addiction; changes to employment insurance benefits (in particular, maternity leaves); data security; how to end an employment relationship on good terms; managing WSIB mental stress claims; pay equity; claims of discrimination and/or harassment; Bill 148; strategies for effectively managing employees on long term disability; and sexual violence/harassment in the workplace.

- 7. Asset Management:** The CAO, Treasurer and Director of Public Works are working on developing a plan to address the new asset management regulations. Staff are hoping to collaborate with the County and the other Huron County lower tier municipalities in the development of this plan. Discussions began at the recent Huron County Clerks and Treasurers meeting held in Goderich.
- 8. Administration:** The transition to electronic paystubs has been very smooth and well received. This change has eased staff workload and resulted in operational savings. As of the date of writing this report, four councillors and eight employees have to complete the necessary paperwork to complete the transition. Reminder notices were recently issued to the employees. In an effort to improve external communication, staff has started a practice of preparing and distributing a document after each Council meeting which highlights Council's decisions and directions. The document is distributed to local media after each Council meeting. Staff have recently requested feedback from local media on whether this practice is effective and meeting their needs.
- 9. Fire Services Agreements:** The fire service agreements with Morris-Turnberry and Central Huron expire at the end of this year. The fire service agreement with Ashfield-Colborne-Wawanosh expires at the end of next year. The CAO and Fire Chief are starting the renewal process. A staff report will be presented to Council in closed session at a later date regarding the renewal of these agreements.
- 10. Ontario Small Urban Municipal Conference:** The CAO, Reeve and Councillor Vodden attended the Ontario Small Urban Municipal Conference in Niagara Falls, May 2 to 4, 2018. The conference was well done with many timely topics. A copy of the presentations from the conference have been shared with Council.
- 11. Avon Maitland School Board:** On May 29, 2018 the CAO attended a meeting between the School Board and Municipal Representatives in Huron and Perth Counties. It was an informative session and included an update on accommodation reviews. The moratorium on accommodation reviews remains in place. With respect to North Huron, the documentation provided by the Board advises that secondary school enrolment at FE Madill is projected to decline in a 5 to 6

year timeframe before increasing slightly. The Board also advised elementary schools in the North East Huron area are projected to be stable. Howick Central Public School and Maitland River Elementary Schools are eligible and have received enhanced top-up funding from the Ministry for operations and renewal.

FINANCIAL IMPACT

N/A

FUTURE CONSIDERATIONS

N/A

RELATIONSHIP TO STRATEGIC PLAN

Goal #4-That administration is fiscally responsible and strives for operational excellence.



Dwayne Evans, CAO