



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Kathy Adams, Clerk  
**DATE:** 07/03/2016  
**SUBJECT:** Clerk's Department Update  
**ATTACHMENTS:** Building Department Annual Report 2015

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## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receives the Clerk's March 7, 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**

Processing planning applications.

Implementation of new components of payroll software program.

Yearend payroll reports and issuing of T-4's.

Staff and Council attended the Essentials of Municipal Fire Protection & Emergency Seminar.

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

Four new permits issued with a value of \$4,477,196.00 and fees totalling \$11,936. with 17,987 square feet of new construction.

We have several potential commercial ventures pending and a new development that has just completed site plan approval. Permit details to be finalized later this week.

Meeting held with Municipal Solicitor to review outstanding legal matters.

The Building Department's Annual Report for 2015 is attached for Council's information.

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

#### **General**

The Centre has a maternity leaving coming up in April. We will need to advertise and fill a one year maternity leave position.

We have recently had some new supply applicants and are working them into the program.

Year End Receipts have been produced as requested with the SMART program which helps save staff time.

There is a new round of Regulatory Changes being proposed. We are meeting with the County of Huron to bring forward our concerns.

It looks like the changes being recommended will make the operation of an infant room very difficult (ages one and under) as there would not be sufficient demand to warrant a room.

Changing ratio's and ages, for example toddlers would change from 18 months to 2.5 years, to 1 year to 2 years. They would also change from 5 toddlers per staff to possibly 4. I feel it will add additional costs.

They are also recommending that there be full staff present during sleep times in all toddler and infant rooms. Currently there is one staff and one on break. This too will add additional operational costs.

They are also changing the 2/3 ratio times which allowed more children at the start and the end of the day from two hours down to one. This will also increase staffing costs.

License costs to increase from \$10 to \$250 annually.

#### Day Care

We are operating with 4/10 infants, 20/25toddlers and 30/32 preschoolers.

We have received a roof inspection report and had a meeting with facility staff.

#### Early Learning Site

We are continuing to offer a program of preschoolers at the offsite with 8 full time spaces.

#### Before and After Maitland River

We have on average 60 children each night. Our new license allows one staff to thirteen JK/SK children and a group size of 26.

Staff have implemented using four rooms which allows more controlled and personal care at this level.

#### Before and After Sacred Heart

The Before School at Sacred Heart is at approximately 10 in the mornings and 13 in the afternoons.

### **4. Health and Safety**

Four Administration and one Public Works employees successfully completed the Lifesaving Society Standard First Aid with CPR-C course on February 16<sup>th</sup>.

Barb Black and Pat Newson completed the Public Services Health & Safety Association, Certification Part 1 for JHSC and Part 11: Municipal Workplace Hazard Specific for JHSC training.

### **5. Information Technology**

Set up of Council and Staff iPads.

eSCRIBE training to Council.

Creation of meetings, agendas, and minutes from within eSCRIBE and resolved any associated issues.

Changes implemented to website to enable the posting of full agenda packages for meetings and created a new delegation's page for public information.

Various day to day items – replaced failed server memory, installed new firewall at daycare, assisted recreation staff with client mail out, repair of equipment.

**FINANCIAL IMPACT**

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

**FUTURE CONSIDERATIONS**

No items for future 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