TOWNSHIP OF NORTH HURON  

REPORT

REPORT TO:  Reeve Bailey and Members of Council  
PREPARED BY:  Carson Lamb, Clerk  
DATE:  12/08/2019  
SUBJECT:  Clerk’s Department Activity Report  
ATTACHMENTS:  None

RECOMMENDATION:
THAT the Council of the Township of North Huron hereby receives the Clerk’s Department Activity Report dated August 12, 2019 for information purposes.

EXECUTIVE SUMMARY
The Clerk provides periodic updates to Council on the activities of the Clerk’s Department.

DISCUSSION
1. Clerk’s Administration
The Clerk’s Department continually prepares the agendas and minutes in eSCRIBE for Council and Committee meetings to be posted on the Township’s website. The Clerk Department prepares Council reports, minutes, and by-laws and conducts the required follow-up stemming from Council meetings. The Clerk’s Department has been involved in the preparation, approval and circulation of planning applications, as well as the preparation of agendas for internal Senior Management Team meetings. The Clerk’s Department has been working in conjunction with the Records Management Coordinator for the development of a Records Management Strategy to roadmap the next steps in the records management implementation process. This records management implementation process is beginning with the Clerk’s Department. The Clerk’s Department has had 27 burials between the Wingham and Blyth Cemeteries for the months of May to July, and has issued 9 marriage licences for the months of February to July.

2. JHSC Terms of Reference
The Clerk has been developing an updated and more comprehensive Terms of Reference for North Huron’s Multi-site Joint Health and Safety Committee. At the June 27, 2019 JHSC meeting, confusion arose within the Committee regarding the required processes and policies of the JHSC due to the significant turnover in members of the Committee in recent months. The Clerk has been working in conjunction with the Secretary-Treasurer of the Committee to establish a more comprehensive Terms of Reference that depicts all functions, responsibilities, reporting requirements, and inspection/investigation processes to clearly provide the necessary information to existing Committee members, as well as new members in the future. These Terms of Reference will be considered by the Committee at their September meeting, and will be brought to Council for approval at a later date. The JHSC Terms of Reference are to be reviewed by the Committee and Council annually.

3. Procedure By-law Update
The Clerk has been undertaking a large-scale review of the North Huron Procedure by-law (166-2017 as amended). The purpose of this review is to identify areas of improvement within the by-law so
that it can be repealed and replaced accordingly in order to reflect the realities of the procedures occurring at North Huron Council and Committee meetings. A report outlining the specific changes being recommended will be brought forward to Council at a Fall Council meeting. Through this process, Council will be educated on the changes as the update is occurring.

4. Media Training
The Clerk has been working in conjunction with both Redbrick Communications and the County of Huron Clerk to host a Media Training session for Elected Officials and Senior Staff within the lower-tier municipalities in Huron County. The session is currently scheduled for Monday, October 28, 2019 at the Central Huron Municipal Office. Brian Lambie of Redbrick Communications will be providing a morning presentation on media communications, and Dave Clarke, CEMC for the County of Huron will provide a session in the afternoon regarding issues management and crisis communications. The Clerk will continue to update Council as more information becomes available.

5. AMO Delegation
The Clerk has been working alongside the CAO and the Blyth Festival in developing a delegation request to meet with the Ministry of Infrastructure during the August AMO Conference. The Township was accepted to meet with Parliamentary Assistant to the Minister of Infrastructure, MPP Stephen Crawford on August 19th. The purpose of the meeting will be to discuss potential bi-lateral funding opportunities, and the Clerk, CAO and the Blyth Festival will be working to develop the required materials and a strategy for how to approach this meeting.

6. Climate Change Adaptation Strategy
The Clerk has been involved in discussions with the Municipality of South Huron’s Climate Change Officer in regard to the Climate Change Adaptation Strategy that South Huron will be developing and implementing. The Climate Change Officer explained that “the strategy will be developed over the next year and will look at potential impacts from a changing climate, what is most at risk and vulnerable in the Municipality of South Huron, and then prioritizing actions to address the impacts.” At this time, the Climate Change Officer is gauging interest from neighbouring municipalities and intends to host a forum with interested municipalities for sharing experiences and lessons learned. The Climate Change Officer acknowledges that the effects of climate change go beyond municipal boundaries, so the involvement of neighbouring municipalities would be meaningful for both the Municipality of South Huron as well as the other lower-tier municipalities in Huron County. The Clerk will continue to update Council as this strategy progresses and a forum is scheduled.

7. Huron County Clerks and Treasurers Meeting
The Huron County Clerks and Treasurers meet as a group four times annually. Each municipality takes a turn being the organizing municipality for the year on a rotating basis. This responsibility has been passed off to the Township of North Huron for the coming year beginning with the September meeting. The North Huron Clerk’s department is responsible for organizing a venue with a host municipality, as well as preparing the agenda and taking the minutes of the meetings.

8. Training Updates
The Clerk has completed various training and education courses during the first four months of employment. The Clerk is now a JHSC Certified member through the Public Services Health and Safety Association, and has also completed the Emergency Management Note Taking, and Emergency
Operations Centre Essentials through the Office of the Fire Marshal and Emergency Management. The Clerk has also completed the Essentials of Municipal Fire Protection Course through the Office of the Fire Marshal, as well as the Rural Municipal Drainage/Calculating Drainage Act Assessment Courses. In September, the Clerk is registered to attend the AMCTO Municipal Clerk Institute education program.

9. **Updates to Health and Safety Boards**
The Clerk has been working in conjunction with the Secretary for the JHSC to organize and update all JHSC health and safety boards within the Township of North Huron. The Township currently has a total of eleven (11) boards. Once all boards are updated to meet the requirements of the Occupational Health and Safety Act, the boards will be maintained by the Department Heads on a go-forward basis.

**FINANCIAL IMPACT**
None at this time.

**FUTURE CONSIDERATIONS**
None at this time.

**RELATIONSHIP TO STRATEGIC PLAN**
Goal #4 – North Huron is fiscally responsible and strives for operational excellence.

Carson Lamb, Clerk

Dwayne Evans, CAO