



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Kathy Adams, Clerk
DATE: July 4 2016
SUBJECT: Clerk's Department Update
ATTACHMENTS: None

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the July 4, 2016 report of the Clerk's Department activities for information purposes.

EXECUTIVE SUMMARY

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

DISCUSSION

1. Administration

Preparation of agendas, minutes and by-laws in eSCRIBE for meetings and posting on website.
Processing planning applications.
Processing invoices and contracts for purchase of plots and services in Cemeteries.
Administration staff attended a workshop on Bill 73 (Smart Growth for Our Communities Act, 2015) hosted by the Planning and Development Department.
Updates to records management system.

2. Building/Property Standards/By-law Enforcement

In the past month the Building Department has handled and resolved 5 property standards complaints.
We have had three dog complaints one resulting in the issuance of a provincial offences ticket.
Year to date permits are up slightly from last year with about 48 permits issued compared to 44 last year.
Our permit value has jumped about 75% from just over 2 million to over 8 million so far this year due to the size of some of the projects.
The largest portion of the permits and fees are for five commercial building additions and six new residential units.
Permit fees are up about 33% over all.
I am currently dealing with one taxpayer for building without a permit.

3. Child Care Services

General

Staff are being scheduled for the summer. We try to share hours around with the Before and After staff after their programs close for the summer. They help cover vacations. etc.

Day Care

We are operating with 8-10/10 infants, 23/25 toddlers and 32-32/32 preschoolers.

We are already full in infants for September and have parents placing their children on wait lists for February and March 2017.

We are extremely full in all locations at this time.

We are busier than normal for the summer. We are expecting to maintain 3 out of 4 preschool groups, two toddler groups and enough babies for 2-3 staff daily.

Early Learning Site

We will have a steady group of 16 children at this location all summer.

Before and After Maitland River

The program is finished for the summer and attendance is looking steady for the fall.

Before and After Sacred Heart

Finished for the summer. Fall attendance looks good.

Early Years

Early Years staff are offering outdoor summer programs in several communities.

4. Health & Safety

Working on review of Health and Safety policies and procedures

5. Information Technology

Co-ordinating delivery and installation of new copiers for Town Hall and North Huron Westcast Community Complex.

Installed phone system at Town Hall.

Continuing to meet with Recreation staff to investigate options for online recreation software.

Set up computer and associated accounts for new Public Works/Building Administrative Assistant.

Completed NCACR review/update for Wingham Police Service.

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.

Kathy Adams, Clerk

Sharon Chambers, CAO