



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Sharon Chambers, CAO
DATE: 14/07/2016
SUBJECT: Administration Activity Report – July, 2016
ATTACHMENTS: none

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby accepts the July 14th Activity report of the CAO for information purposes.

EXECUTIVE SUMMARY

The CAO provides periodic updates to council on activities within the Administration Department and the overall operation of the Township.

DISCUSSION

1. Shared Services:

- a. **Countywide Community Emergency Management Coordinator:** The CAO attended a meeting of all Huron County municipalities on July 5th (with the exception of Goderich) to discuss the potential for a shared CEMC. The County EMS Department will be preparing a presentation for County Council in the Fall. Further information may be brought to interested lower tier municipalities following discussion by County Council.
- b. **Building Department:** The Township of Howick has accepted a proposal from the Morris Turnberry/North Huron Building Department to provide Building Department Services. A draft agreement has been prepared and forwarded to Howick Council for their consideration. A starting date has not been determined at this time.
- c. **Administration/Finance:** Morris Turnberry and North Huron administration and finance staff are continuing to build the necessary administrative and accounting framework and processes required to support the shared services departments. There is a significant amount of work to complete over the course of the next few months. The CAO has established a list of important tasks and projects with timelines for completion. Staff has reported back on the project methodology and resources required to complete their project assignments. Projects and Project Leads are summarized as follows;

Dept.	Project/Task	Lead
Finance	Procurement Policy Update	D. White
	Standard RFP/Tender Templates	D. White
	Job Costing/GL update	S. Brophy
Clerk	Records Management Project (TOMRMS)	R. Al
	Records Management Project - Laserfische	R. Al
	Committee Appointment/Clarify Committee Status	K. Adams
	Develop Terms of Reference	

Dept.	Project/Task	Lead
CAO	Updated HR Policy	S. Chambers
	Employee Orientation Program	R. Al
	Health and Safety Program Update	R. Al, J. Molenhuis
	Economic Development Department Review	S. Chambers
	Administration Restructuring Report	S. Chambers
		N. Michie

The administration review and framework projects present a significant workload in addition to daily tasks. Some projects may take several months to complete. Project teams will be established to ensure adequate resources are allocated to complete the work within the projected schedule. Going forward, more detailed reports will be provided by the Project Leads to keep Council updated on the status of each project. This project list is not exhaustive, and additional administrative framework projects will be added as some are completed. All projects will be undertaken in collaboration with Morris Turnberry Administrator Clerk Treasurer and administration and finance staff.

2. **Town Hall Public Meeting:** A "Town Hall" Public Meeting date of September 13th, 2016 has been placed under "Other Business" for Council's consideration, to be held at the Blyth Emergency Services Training Centre. Public Meeting procedures for the Town Hall session will be presented to Council before that date.
3. **Election – 2018:** The CAO and Manager of Employee and Business Services/Deputy-Clerk attended the Huron County Clerks and Treasurers meeting on Friday, July 8th. Ashfield Colbourne Wawanosh Clerk Florence Steinhoff will be leading a working group of Clerks to discuss election issues and alternative voting methods. The Clerk and both Deputy-Clerks (CAO) will attend these sessions.

FINANCIAL IMPACT

n/a

FUTURE CONSIDERATIONS

n/a

RELATIONSHIP TO STRATEGIC PLAN

GOAL # 4 - Our administration is fiscally responsible and strives for operational excellence.



Sharon Chambers, CAO