



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Kathy Adams, Clerk  
**DATE:** 02/08/2016  
**SUBJECT:** Clerk's Department Update  
**ATTACHMENTS:** None

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## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receives the August 2, 2016 report of the Clerk's Department activities for information purposes.

## **EXECUTIVE SUMMARY**

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

## **DISCUSSION**

### **1. Administration**

Preparation of agenda, minutes and by-laws in eSCRIBE for meetings and posting on website.

Processing planning applications and zoning application requests from lawyers for property transactions.

Processing invoices and contracts for purchase of plots and services in Cemeteries.

Update of TOMRMS manual with latest revisions.

Municipal Night at the Blyth Festival was held June 28, 2016. The Township of North Huron were host to 151 guests, 79 from eight neighbouring Counties, as well as 72 of our own Council and Staff. The evening began with a reception in the Theatre's Lower Hall, followed by a very entertaining performance of "The Birds and the Bees". Many thanks and expressions of appreciation were received by those attending the evening.

At the June 20, 2016 Regular Council Meeting, Council passed By-law No. 62-2016 authorizing the Reeve and Clerk to sign a rental agreement between the Township of North Huron and Ricoh Canada Inc. for photocopier devices. Due to the timing of the initial staff report and subsequent By-law approval, the stock level for the C3003 model destined for the Town Hall front office has been depleted. Ricoh Canada Inc. has offered an upgraded model (C3004) as a replacement with no changes to the terms of the contract. A revised contract with the only change being the model number C3003 replaced with C3004 was signed by the Reeve and Clerk in order to expedite the process of acquiring these much needed replacement devices.

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

For the month of July -

Last year 18 permits issued - this year 7 permits.

Last year 3 dwelling units created - this year 1 dwelling unit.

Last year's permit value \$1,267,500. - this year \$528,000.

Last year permit fees for the month \$12,037. - this year \$4,756.

This report is to the 26th day of July/2016 and does not include 4 tent permits issued and 5 pending building permits.

#### 2015 to 2016 year to date comparison -

Total permits issued 61 last year 53 current year.

Total dwelling units 3 created last year 3 created this year and one to be issued.

Permit value \$3,485,200. last year \$8,747,696. this year.

Permit fees \$38,804. last year \$36,685. this year.

Two individuals have been dealt with for building without a permit this month.

Two dog complaints investigated.

Currently three property standards issues being investigated.

One major violation under the exotic animal bylaw and zoning by-law infraction currently being investigated.

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

#### General

We are extremely full this summer.

We are finding it challenging to schedule staff to ensure everyone gets vacation.

We have submitted our license renewals for all our programs for September.

Licence costs have increased from \$10.00 to \$140.00 for Day Care, \$170.00 for Maitland River and \$120.00 for Early Learning (Sacred Heart).

Phase two of Early Learning and Care Act should be passed in August 2016. I am trying to read, learn and implement more new changes. All the changes are making it more difficult to meet license requirements. Hopefully all will go well in September.

#### Day Care

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

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

Usually in summer we drop to about half our regular numbers. This is a big summer.

Our new Clerical Assistant is organizing and reviewing accounts. It is a very big job. Hopefully accounts will be going out regularly and in good order.

With new legislation I have had to develop new tools for tracking first aid and criminal records.

We are hoping this goes smoothly. We are now required to have a Criminal Record and Vulnerable screen every five years. We are required to sign an annual declaration within two weeks of date of the original CRV.

All persons working in the Centre must have First aid and CRV.

#### Early Learning Site

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

#### Before & After School – Maitland River

Finished for the summer and attendance is looking steady for the fall.

#### Before & After School – Sacred Heart

Finished for the summer. Fall attendance looks good.

### Early Years

Offering outdoor summer programs in several communities.

#### **4. Health & Safety**

Health and Safety policy review.

Risk assessments with assistance from Morris-Turnberry and Shared Services staff.

#### **5. Information Technology**

Co-ordinated installation of wireless bridge equipment to link North Huron and Morris-Turnberry offices.

Working with Recreation staff and vendors of online registration software to determine requirements and suitability of their platforms.

Prepared computer for new Chief Building Official.

Working on rewiring of network at Morris-Turnberry office.

Various website updates including the addition of new pages and an online fillable service request form for Public Works.

### **FINANCIAL IMPACT**

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

### **FUTURE CONSIDERATIONS**

Not 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