



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Sharon Chambers, Chief Administrative Officer
DATE: 18/08/2016
SUBJECT: August Activity Report
ATTACHMENTS: Public Works/Building Department Memo

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby accepts the August Activity Report of the CAO for information purposes;

EXECUTIVE SUMMARY

The CAO provides a periodic update to Council on activities within the Administration Department and the overall operation of the Township.

DISCUSSION

1. Morris Turnberry/North Huron Shared Services Project:

- a. **MT/NH Administration/Finance Merger:** Morris Turnberry Administrator and North Huron CAO met with Administration and Finance staff to obtain feedback into a proposed merger of the North Huron and Morris Turnberry administration and finance departments. The CAO's have started to compile information for the report. It is anticipated that the report will be completed and presented to the Shared Services Steering Committee in September.
- b. **Building/By-law Enforcement Department:** Chief Building Official Kirk Livingston started work effective August 15th. The Building Department will be stationed primarily out the Morris Turnberry Office. The contracted service with Howick will start on September 16th. The Chief Building Official and Inspectors will rotate office hours between Morris Turnberry, North Huron and Howick Offices.
- c. **Shared Services Customer Service:** The customer service function for the Shared Services Public Works and Building Department has been centralized and will be led by the Public Works and Building Administrative Assistant. A memo informing the public of the new customer service model is attached to this report. Ads will be placed in the newspaper, on the website and the memo will be circulated to BIA's.
- d. **AMO Presentation:** Reeve Vincent and Mayor Gowing made a presentation at a concurrent session at the Association of Municipalities of Ontario Conference in Windsor on August 16th. The MT/NH Shared Services Project received a lot of attention and was mentioned as a best practice during several of the conference sessions.
- e. **Project Implementation:** The Finance Committee is continuing to work to standardize financial processes between the two municipalities. The committee is working to create a standardized chart of accounts and budget structure for 2017.

2. Administration:

- a. **Communications:** A meeting has been scheduled with all Department Heads and one designate from each department who will be responsible for website maintenance. The goal will be to ensure that website content is up to date and to improve proactive communication with the public.

FINANCIAL IMPACT

N/A

FUTURE CONSIDERATIONS

N/A

RELATIONSHIP TO STRATEGIC PLAN

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

A handwritten signature in black ink, appearing to read "Sharon Chambers", written in a cursive style.

Sharon Chambers, CAO