



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Kathy Adams Clerk
DATE: 06/09/2016
SUBJECT: Clerk's Department Update
ATTACHMENTS: Summer 2016 at the North Huron Museum

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the September 6, 2016 report of the Clerk's Department activities for information purposes.

EXECUTIVE SUMMARY

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

DISCUSSION

1. Administration

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

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

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

Staff training on establishing processes for inputting records into record management system and printing of labels for files.

2. Child Care Services

General

We are extremely full this summer and have found it challenging to staff to ensure everyone gets vacation.

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

The cost of licences 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 have been reading, learning and implementing more new changes. With all these changes it is more challenging to meet license requirements, and I am hopeful all will go well for implementation 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 has been a big summer.

Our Clerical Assistant is organizing and reviewing accounts. Our goal is to have accounts go out on a regular basis.

With new legislation I have had to develop new tools for tracking first aid and criminal records. We are required to have a Criminal Record and Vulnerable screen now every five years. We are also required to sign an annual declaration within two weeks of the original CRV. All staff 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 and After Maitland River

Program finished for the summer and attendance looking steady for the fall.

Before and After Sacred Heart

Program finished for the summer and fall attendance looks good.

Early Years

Offering outdoor summer programs in several communities.

3. Health & Safety

Review of Health and Safety policy.

Working on risk assessments with assistance from Morris-Turnberry and Shared Services staff. Barb Black and Pat Newson have recently completed the training requirements for the Certification Program: Part One – Basic Certification and Part Two – Workplace-Specific Hazard Training. Under the Health and Safety Policy & Procedure, the Township of North Huron provides certified member training to maintain a minimum of four certified workers and two certified management members at all times on the Joint Health & Safety Committee.

4. Information Technology.

Installed equipment in Morris-Turnberry office to support cross-site access to required software.

Rewired majority of Morris-Turnberry office to eliminate unnecessary switches and improper network cabling.

Significant website updates to Department sections to increase content available to the public.

Phone system adjustments to accommodate change in staff locations.

Deployed updated enterprise email system, migrated mailboxes and decommissioned previous servers.

5. North Huron Museum

Kathleen Stennett who was hired this summer as our Museum Assistant Curator ended her employment on August 26, 2016.

Her yearend report is attached for Council's information.

FINANCIAL IMPACT

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

FUTURE CONSIDERATIONS

No items for further consideration.

RELATIONSHIP TO STRATEGIC PLAN

The Clerk's Department is fiscally responsible and strives for operational excellence.

Kathy Adams, Clerk

A handwritten signature in black ink, appearing to read "Sharon Chambers", is positioned above a horizontal line.

Sharon Chambers, CAO