



TOWNSHIP OF NORTH HURON

REPORT

Item No. 10-03-16

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Kathy Adams Clerk
DATE: 03/10/2016
SUBJECT: Clerk's Department Update
ATTACHMENTS: None

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the October 3, 2016 report of the Clerk's Department activities for information purposes.

EXECUTIVE SUMMARY

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

DISCUSSION

1. Administration

Preparation of agendas and minutes in eSCRIBE for meetings and posting on website.
Trained new staff on the use of eSCRIBE.
Administration staff attended a 2018 Election Working Group meeting and Clerks-Treasurers meeting.

2. Child Care Services

General

We recently advertised for additional supply staff (most of the previous ones have found other employment or returned to school) response was limited but we have two new supplies.
The Child Care Manager has been sitting on a committee organizing and presenting a County training session on Engagement. This is one of the four pillars of the How Does Learning Happen Document. This will be presented in October.
The Manager is also assisting the Early Childhood Educator Appreciation Committee in organizing this year's recognition.

Day Care

We are operating with 10-10/10 infants, 23/25 toddlers and 28-32/32 preschoolers.
September is full for infant and toddlers and we are already into our fourth group of preschoolers (between 28-30).

Early Learning Site

We will have a group of 8 preschoolers starting in September at this location until we build up another group of 8 to move up.

Before and After Maitland River

Maitland River looks extremely full for September. We are looking at 45 out of 45 grade ones and up.

We are looking at lower JK/SK numbers with approximately 20 out of 26. We are licensed for 52 but typically operate with 26.

We have more before school children than in the past and will require three staff for the before school program.

We will require five steady staff in after school instead of four.

Before and After Sacred Heart

We have a steady group of 13 at this location which requires one before and after staff.

Early Years

We are returning to our regular indoor programs.

We will be offering Esso Math Parenting Program in October as well as a Toilet Training Workshop.

3. Health & Safety

Reviewing Health and Safety policies.

Conducting monthly workplace inspections.

Working on risk assessments with assistance from Morris-Turnberry and Shared Services staff.

4. Information Technology

Working with North Huron and Howick staff to ensure access for Building Department is available from each location.

Reviewing contract and hardware requirements for Legend recreation software with Director of Recreation and Facilities.

Met with Chief Poole and OPP representatives to discuss IT infrastructure in place for service costing investigation.

Set up and configuration of new copiers in Municipal Office and NHWCC.

Day to day items – website updates, repair of laptop for police, repair of computer for recreation operators.

FINANCIAL IMPACT

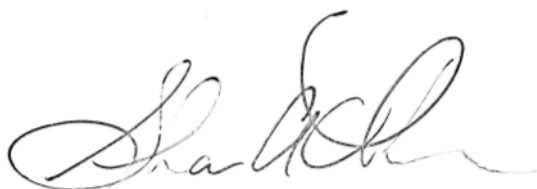
None of the items in the report have a direct financial impact on the budget.

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