



# TOWNSHIP OF NORTH HURON

# REPORT

Item No. 11-07-16

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Kathy Adams, Clerk  
**DATE:** 07/11/2016  
**SUBJECT:** Clerk's Department Update  
**ATTACHMENTS:** None

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## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receives the November 7, 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 agendas and minutes in eSCRIBE for meetings and posting on website.  
Administration Staff attended elections working group and AMCTO Workshop on Municipal Elections and prepared and researched ranked ballots and alternative voting methods reports for Council.  
Processing of planning applications.  
Preparation of Council reports, minutes and by-laws.

### **2. Report of the Manager of Child Care Services – Val Watson**

#### **General**

I congratulated all our Registered Early Childhood Educators with a gift for ECE and Child Care Worker Appreciation Day at the workshop and the next day at our programs.  
As part of the Committee organizing and presenting the Evening Training Series on Engagement October 19<sup>th</sup> we were quite thrilled that it was the largest training session attended. There were 81 participants. Karen Calligan spoke and was very well received.  
We have had our first inspection and license visit from our new Program Advisor at all locations. She was very happy with our programming and staff. We still have some revisions to make with all the new policies. We will be making revisions and sending them on for approval. All programs are re-licensed for another year.

#### **Day Care**

We are operating with 10/10 infants, 25/25 toddlers and 32/32 preschoolers.  
We have moved several children to the Early Learning site but will likely have to move another group of 8 for January.

#### **Early Learning Site**

We have a few children who have left this program but we have filled it back up to 8 with one staff.

### Before and After Maitland River

This program is running full and very busy. Staff are doing an amazing job as many of the children have identified needs and are coping independently in our program.

### **Before and After Sacred Heart**

We have a steady group of 13, with one staff for Before and after School.

### **Early Years**

The Early Years staff will be making an office transition up to Sacred Heart School with the County's blessings.

This will make our staff room a staff room again and not a combined office/staff room.

### **3. Health & Safety – Manager of Employee and Business Services – Richard AI**

Working on Health and Safety policy review.

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

Delivered training in Workplace Violence and Harassment and Accessibility to firefighters.

### **4. Information Technology – Manager of Employee and Business Services – Richard AI**

Migrated mail flow for Morris-Turnberry email to be hosted using North Huron's infrastructure.

Working with the Director of Recreation & Facilities to negotiate contract for Legend Recreation Software.

Set up records management software on user computers to allow input of records and creation of labels.

Set up connectivity between Howick and North Huron/Morris-Turnberry for Building Department.

### **FINANCIAL IMPACT**

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

### **FUTURE CONSIDERATIONS**

No items for future consideration.

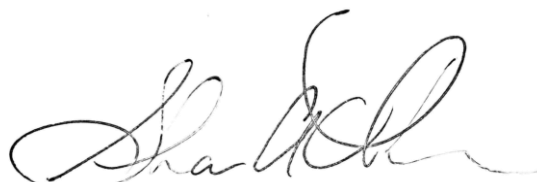
### **RELATIONSHIP TO STRATEGIC PLAN**

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



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Kathy Adams, Clerk



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Sharon Chambers, CAO