



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Sharon Chambers, CAO
DATE: 17/11/2016
SUBJECT: Administration Activities Report
ATTACHMENTS: none

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives CAO Report 11-21-2016 Administration Activities for information purposes.

EXECUTIVE SUMMARY

The CAO provides a periodic update for on administration activities and the overall operation of the Township.

DISCUSSION

1. Shared Services:
 - a. Attended a 36 month Risk Assessment meeting for North Huron and Morris Turnberry Water Systems
 - b. A meeting of the Shared Services Steering Committee was held on November 1st where the Committee approved a revised public works structure. Report of the Director of Public Works and structure to be adopted by both Morris Turnberry and North Huron Councils. CAO's gave the Steering Committee a verbal update on the progress of the Administration Review. The Administration Restructuring Report will be deferred until at least December to allow time for further investigation and analysis.
 - c. A meeting of the Shared Services Finance Sub-committee was held on November 2nd, with the municipal auditors present. A mirrored account structure was reviewed and approved by the Sub-committee. Ward & Uptigrove payroll consultant will review system setup to ensure job costs are being allocated accurately.
 - d. Huron County CAO meeting was held on November 8th where a number of shared services opportunities were explored.
 - i. The County will be forwarding a proposal to the lower tier municipalities for a shared Community Emergency Management Coordinator for consideration in the 2017 budget.
 - ii. A Public Works Working Group will be established to coordinate infrastructure projects and explore opportunities for joint purchasing and tendering. The possibility of creating a countywide GIS working group to build capacity among the lower tiers will be explored.
 - iii. A working group has been established to create countywide "development friendly" practices. The guidelines will be added to the Huron County Land Use Planning Manual. CAO Sharon Chambers and Morris Turnberry Administrator Clerk Treasurer have been appointed to the working group.

2. Administration:

- a. Attended a meeting of the Huron/Perth Benefits Consortium to discuss the harmonization of the Huron and Perth plans before issuing an RFP for renewal. A further report will be forthcoming by Donnelly Management Advisory Services Ltd.
- b. Attended a Media Conference in Blyth hosted by FDNH Chief Sparling on the Lightweight Building Identification Program.
- c. Attended a meeting with Director of Public Works, Director of Finance and Ausable Bayfield Maitland Valley Sourcewater Protection staff to discuss implementation progress and the renewal of their service agreement with the municipality. As SWP is multi-departmental activity, discussions will take place internally to determine who will be the lead on SWP matters going forward.
- d. Attended CAO Forum hosted by Ward and Uptigrove on November 15th. The theme was municipal collaboration. CAO's present discussed successes and challenges with respect to shared services. Several best practice examples and new resources were provided, that will benefit the Morris Turnberry/North Huron Shared Services Project.

3. Economic Development:

Attended a meeting at the Huron County Economic Development Office in Goderich to discuss a Rural Investment Strategy. Items discussed and action plan is as follows;
Connectivity – Working on a meeting for December 13 with local telcos. Need to create a budget for cost to get everyone in HC fibre connected. Working Group: John Grace, Pete Smith, Brenda Orchard, reps from local telcos, Jean Marc Laflamme, Ron Gaudet, Dan Matheison.

Investment - Working with a not for profit to act as a resource centre for a Huron County innovation fund. A fund that is created via private and public investment for entrepreneurs to set up shop. Working Group: John Marshall, John Graham, Marty Rops, Martin Vanderloo, Jess, Sharon Chambers, Ian Matthew, Paul Nichol, Ashley, Renee Devereaux

Marketing - Creating a brand/voice about the exciting developments in HC for innovation/business. Jim Lynn, Pete, Jeff Roy, Steven Sparling, David Peacock, Kathryn Forrest, Karen Stewart

- a. Attended Development Day hosted by Huron County where several speakers highlighted development friendly best practices, followed by breakout sessions to determine next steps for Huron County. Action plan items were discussed at Huron County CAO meeting, covered in Item 1 d. of this report.
- b. Continuing to review North Huron Economic Development program. Working with Huron County Economic Development Department and new HC Economic Development Officer Andrew Kemp to determine service level provided to the lower tier. An internal report has been requested from North Huron Economic Development Officer Connie Goodall to summarize current Economic Development and Community Development activities and projects. The information will be included in the Morris Turnberry/North Huron Administration review.
- c. The Economic Development Officer will provide an Activity Report in December.

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", is written over a light gray rectangular background.

Sharon Chambers, CAO