



# TOWNSHIP OF NORTH HURON

# REPORT

Item No. 12-05-16

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Kathy Adams, Clerk  
**DATE:** 05/12/2016  
**SUBJECT:** Clerk's Department Update  
**ATTACHMENTS:** None

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## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receives the December 5, 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 and minutes in eSCRIBE for meetings and posting on website.  
Processing planning applications.  
Preparation of Council reports, minutes and by-laws.  
Created Council Petition Policy.

### **2. Information Technology**

Upgraded computer systems for Administration and Recreation, cleared and redeployed former systems to other departments.  
Prepared equipment for new backup/disaster recovery system.  
Repaired data logger notification problems at Wingham Treatment Plant.  
Set up access and equipment for temporary building department staff member, prepared access and equipment for permanent department staff member.  
Researched options for interactive display (kiosk) for Memorial Hall renovation project.  
Moved Early Learning equipment from Children's Centre to Sacred Heart School location.  
Replaced failing cameras at landfill site.  
Configured access to Fleet Complete and installed on additional staff computers.

### **3. Health & Safety**

Working on Health and Safety policy review.  
Working on risk assessments with assistance from Morris-Turnberry and Shared Services staff.  
Developing an internal training portal for staff.

### **4. Child Care Services**

#### **General**

We have received capital funding from the County of Huron for replacement of the floors at the Child Care Centre. We are extremely grateful for their ongoing support of our quality programs.

We have received a Request for Proposals for the Before and After School Program at Maitland River. I will prepare and send in a proposal to continue to provide this program. I have followed up with the Ministry Inspection Policy updates and feel we are now up to date until the next round of changes in September 2017.

#### Day Care

We are operating with 10-10/10 infants, 25/25 toddlers and 32/32 preschoolers. We continue to be very full and have a huge wait list for infants for February and March.

#### Early Learning Site

We have a few children who have left this program but have filled it back up to eight children and one staff.

#### Before and After Maitland River

This program is full and very busy. Staff are finding the behavior children a challenge. We have had the Growing Together Resource Consultant in for consultation.

#### Before and After Sacred Heart

We have a steady group of 13 in this program, which allows for one staff for before and after.

#### Early Years

Staff for the Ontario Early Years are making good use of their new office space in the Family Centre at Sacred Heart School.

We are currently in a new planning phase for the Ontario Early Years with a big focus on Family and Children Centres.

There is likely to be capital funding. We are working closely with the County of Huron to plan for opportunities to better serve our community.

### **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