



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Sharon Chambers, Chief Administrative Officer  
**DATE:** 12/19/2016  
**SUBJECT:** Administration Activities  
**ATTACHMENTS:** Peter Pickfield Legal Opinion re: Crown Patents

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## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby accepts the Administration Activity report of the CAO for information purposes.

## **EXECUTIVE SUMMARY**

The CAO provides periodic updates to Council on activities within the Administration Department and the overall operation of the Township.

## **DISCUSSION**

### **1. General Administration Matters:**

- a. North Huron has been asked to host the Maitland Valley Conservation Authority Annual Meeting on February 15 in the Council Chambers at 7:00 p.m. CAO accepted the request on behalf of Council.
- b. The Director of Finance, Clerk and CAO attended the Huron County Clerks and Treasurer's meeting on December 9<sup>th</sup>. Updates were provided by the County of Huron, MPAC, MMAH, the 2018 electronic election working group. There was discussion about developing protocol for public consultation on various matters.
- c. Attended the CAO Forum on December 1<sup>st</sup> in London. Various Ministries were present to provide updates on their programs. The results of a CAO survey relating to the challenges, opportunities and shifts in municipal government culture were shared.
- d. Ontario West Municipal Conference – North Huron and Morris Turnberry CAOs gave a presentation for one of the concurrent workshops at the Ontario West Municipal Conference on December 2<sup>nd</sup>. The session had the highest registration of all of the concurrent workshops, denoting a growing interest in shared services among municipalities.

### **2. Human Resources:**

- a. Health and Safety – A joint MT/NH meeting was held with Public Sector Health and Safety Association to discuss how they can provide assistance to develop the health and safety program for the Shared Services project. They have submitted a proposal and work plan to conduct an assessment of existing documentation and make recommendations on how a joint health and safety program could be structured for the Shared Services project. A full report will be presented to both councils in January.
- b. Performance Evaluations – Department heads are working on performance evaluations for all staff in December and early January.

- c. Recruitment Update: The posting for the Environment Services Coordinator closed on December 16<sup>th</sup>. Interviews will be conducted in early January.
- d. Human Resources Committee: A Human Resources Committee meeting was held on November 24<sup>th</sup>. The format of the HR Committee has typically been a round table discussion where representatives for each department can bring forward HR concerns and policy updates can be communicated back to departments through the representatives. There are some concerns with this format. Confidential matters should not be discussed in an open forum. There are no terms of reference for the committee, leaving the mandate unclear. A review of the North Huron Human Resources Program will be included in the CAO's Work Plan for 2017. Morris Turnberry and North Huron policies will be blended. The future of the Human Resources committee will be assessed in the program review.

### **3. Economic Development:**

- a. A meeting was held with North Huron Economic Development Officer to review the current slate of projects and ongoing tasks to begin identifying priorities for the 2017 Departmental Work Plan. The Work Plan will be presented in conjunction with 2017 budget deliberations.
- b. Attended a meeting of the Airport Committee on November 29<sup>th</sup>. Andrew Kemp, Huron County Economic Development Officer was in attendance. Andrew has developed Terms of Reference to supplement the Richard LeVan Airport Feasibility Study completed by the Director of Recreation and Facilities. The study will explore regional benefit of both the Goderich and Wingham Airports, as well as shared service opportunities.
- c. A Townhall/info session for the Canadian Centre for Rural Creativity will be held on January 12th in Blyth from 6:30 to 9:30pm. Location to be determined.

### **4. Planning & Development:**

- a. Attended a Sourcewater Protection meeting on November 25<sup>th</sup> in Holmesville. Presentations included a Natural Heritage Plan Technical Document Overview, Draft Natural Heritage Plan Implementation Strategy, Legal Opinion regarding Crown Patents by Peter Pickfield, Lawyer, Garrod and Pickfield. (Legal Opinion Attached)
- b. Site Plan Control Process – A meeting was held at the Howick Township office on November 21<sup>st</sup>, with MT, NH and Howick Planners, CBO Livingston and CAO Chambers, ACT Michie and Clerk, Carol Watson. A draft revised site plan by-law was circulated for review to bring the three municipalities into conformity. The County will be incorporating the revisions suggested at the meeting and the by-law will be brought forward for consideration when complete.

### **5. Project Updates:**

- a. OPP Costing Update – Scheduled a meeting with Sergeant Kevin Hummel of the Municipal Policing Bureau to discuss next steps in the OPP costing process.
- b. ESTC Business Plan – KPMG has presented a draft Operation and Financial Review report. The document has been reviewed by the Director of Fire and Emergency Services, the Director of Finance and the CAO. KPMG has been invited to attend a Council meeting in January to make a presentation on the report. The report outlines three possible options for the future operation of the ESTC. The options presented in the report are generalized, and will warrant further investigation before staff is able to make a recommendation on the preferred alternative. A meeting was held with the

Huron County Director of Economic Development Ron Gaudet and Huron County Economic Development Officer Andrew Kemp to discuss the draft document. They recommended that Council decide on a preferred option and prepare a more detailed business plan before it would be feasible to seek support from the Huron County Economic Development Board.

c. Shared Services

- i. Preparation of a detailed yearend report for the Shared Services Project is in progress. The report will provide a financial analysis to December 31st, and measure progress against an expanded list of deliverables that were identified in the Concept Report. Successes and challenges will be discussed, and prioritization of key tasks will be identified for inclusion into the 2017 Shared Services Work Plan.
- ii. Attended a meeting with Morris Turnberry ACT Michie and Howick Clerk Carol Watson to obtain feedback on the Shared Services Building Department Contract following implementation.

**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', written in a cursive style.

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Sharon Chambers, CAO