



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Kathy Adams, Clerk
DATE: 06/02/2017
SUBJECT: Clerk's Department Update
ATTACHMENTS: None

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the February 6, 2017 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

Committee consisting of Sharon, Kathy, Richard and Jared (HR co-op student) meeting bi-weekly to review updates to Human Resources and Health & Safety Policies.
Preparation of agenda and minutes in eSCRIBE for meetings and posting on website.
Preparation, approval and circulation of planning applications.
Yearend processing of payroll and benefits.

2. Information Technology

Deployed primary backup server, configured selection list and retention schedule.
Working with Recreation staff to compile information and complete initial configuration template for Legend Recreation Software.
Various day to day tasks (website updates, fix printer problems, install updates).

3. Health & Safety

Worked with Human Resources student to prepare documentation for PSHSA review.
Conducted monthly Health and Safety inspections.

4. Child Care Services

General

The County of Huron Provided funding to complete replacing floor tiles in the Child Care Centre. The work was completed over the Christmas shutdown. Thank you to the facility staff as the building looked awesome upon return from Christmas shutdown.

We were awarded the contract to continue with Maitland River Elementary School. The contract is for five years with possibility of extension for two years after.

Day Care

We have filled the programs at the main Centre and will be moving a group of eight preschoolers up to Early Learning in March to accommodate the influx of infants. In February and March we are starting 10 new infants.

We were under outbreak status on January 26 with a stomach bug. The Health Unit was contacted and extra sanitizing and removal of sensory and water play occurred.

Early Learning Site

This site will move to a group of 16 children starting the first full week in March.

Before and After Maitland River

We have implemented a Program Assistant for three hours a day at this site. It is funded through the Growing Together Program. This has helped with some of the behavior issues.

Before and After Sacred Heart

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

Early Years

Staff will be offering a Parenting Program called Alphabet Fun in the next few weeks. We opened an outreach in Auburn which has so far has been very popular.

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.



Kathy Adams, Director of Corporate Services/Clerk



Sharon Chambers, CAO