



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Sharon Chambers, CAO
DATE: 06/02/2017
SUBJECT: Administration Activities – January 2017
ATTACHMENTS: none

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby accepts the January 2017 Administration Activities report of the CAO for information.

EXECUTIVE SUMMARY

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

DISCUSSION

1. Planning and Economic Development:
 - a. Arranging a meeting between Westcast representatives, CAO and County Economic Development Officer Andrew Kemp in February.
 - b. Attended a meeting regarding the development at the corner of County Road 4 and 86.
 - c. Met with Economic Development Officer regarding the Economic Development Budget
 - d. Attended an information session at the Blyth school regarding the Canadian Centre for Rural Creativity.
2. Human Resources
 - a. Participating in bi-weekly meetings of the Human Resources Working Group for HR Policy Review.
 - b. Participating in bi-weekly Human Resources Policy Review at Senior Management Team meetings.
 - c. Issued RFQ for assistance with Fire Chief hiring process. Deadline has been extended due to lack of response. Understood that time is of the essence. If a response is received by Monday, February 6th, CAO will request an amendment to the agenda to include a report on the RFQ results.
 - d. Attended interviews for Operations Supervisor position
3. General Administration
 - a. Attended the ROMA conference in Toronto from January 28th to 31st. Attended a delegation with the Minister of Tourism, Culture and Sport regarding obtaining funding for a countywide recreation study. The purpose of the study is to obtain information about recreation facilities, programs and their usage. Condition assessment may be included in the terms of reference. CAO's will be consulted for input into the RFP terms of reference if funding is made available for the study.
4. Projects
 - a. OPP Costing – Met with Sergeant Kevin Hummell regarding the next steps in the OPP costing process. The costings in the first grouping took longer than expected. It is anticipated that the proposal could be ready in May, at the earliest. Sergeant Hummell

is retiring and he will be notifying North Huron soon as to who will be taking over the file.

- b. Shared Services – A media release was issued on February 2nd to announce that the Public Works portion of the shared services project will be dissolved as of February 17th. The CAO and Director of Finance are working on a financial analysis of the project, as the first invoicing was only received in December for public works and January for the Building Department. A detailed progress report will be presented when available.
- c. Administration Review – In light of the decision not to proceed with an Administration merger with Morris Turnberry, the CAO will be refocusing efforts internally on an administration and finance department review to improve efficiency, ensure that key tasks are being covered off to meet legislative requirements, and to build into job descriptions for business continuity and succession planning purposes.

FINANCIAL IMPACT

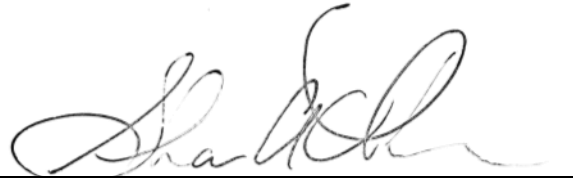
N/A

FUTURE CONSIDERATIONS

N/A

RELATIONSHIP TO STRATEGIC PLAN

Our residents are engaged and well informed

A handwritten signature in black ink, appearing to read 'Sharon Chambers', written over a horizontal line.

Sharon Chambers, CAO