



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Kathy Adams, Clerk
DATE: 06/03/2017
SUBJECT: Clerk's Department Update
ATTACHMENTS: None

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receives the March 6, 2017 report of the Clerk's Department activities for information purposes.

EXECUTIVE SUMMARY

The Clerk provides updates to Council on the activities of the Clerk's Department.

DISCUSSION

1. Administration

Preparation of agendas and minutes in eSCRIBE for meetings and posting on website.
Processing of planning applications.
Preparation of Council reports, minutes and by-laws.
Yearend financial reports for payroll.
Review of HR & Health & Safety policies.

2. Information Technology

Working with Recreation staff to compile information and complete configuration template for Legend Recreation Software.
Installed website framework updates.
Worked with manufacturer to allow additional copier functionality.
Repaired surveillance camera recorder at NHWCC.
Various daily tasks (install updates, set up new accounts, repair printers).

3. Health & Safety

Reviewing Health and Safety Management Systems with assistance of Public Services Health and Safety Association.
Received tutorial on the use of Health and Safety Self-Assessment tool.
Working with Human Resources student to create Post Traumatic Stress Disorder prevention plan.

4. Child Care Services

General

Continuing to learn more about legislative changes as Phase three to Child Care and Early Learning Act continues to upgrade regulations.
Funding has been continued at the same level as last year in an attempt to improve the wages of RECE's in the child care system versus the school system.

At the County level they have not received confirmation of the new funding for 2017 so some projects are on hold until they receive information.

Day Care

We have done our major shuffle of groups and children to accommodate the influx of 10 new infants in March and April.

Preschool now 28-32/32, Toddlers 18-20/20, infants 10/10

We were under outbreak status on January 26 with a stomach bug. We were able to declare our stomach outbreak over on February 20th 2017.

Early Learning Site

New group of eight just started on February 27, 2017. Sixteen children daily now.

Before and After Maitland River

Program continues to be busy.

Before and After Sacred Heart

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

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 been very popular so far.

FINANCIAL IMPACT

None of the items in the 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, Clerk



Sharon Chambers, CAO