



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Sharon Chambers, CAO  
**DATE:** 15/03/2017  
**SUBJECT:** Administration Activities  
**ATTACHMENTS:** none

---

## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby accepts the report of the CAO regarding Administration Activities for the month of February/March 2017

## **EXECUTIVE SUMMARY**

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

## **DISCUSSION**

### **1. General Administration**

- a. **OPP Costing Project:** CAO met briefly with Sgt. Pete Marshall and Sgt Kulvir Deol, Contract Analysts with the Municipal Policing Bureau. Sgt Marshall will be the new project lead due to the retirement of Sgt. Kevin Hummel. The proposal is still being developed and it is estimated that it could be complete by late May.
- b. **Blyth Festival Municipal Night:** CAO and Administrative Assistant met with Blyth Festival to arrange Municipal Night 2017. The date has been set for July 20<sup>th</sup>, and the production will be Berlin Blues.
- c. **Human Resources:**
  - i. **Policy Review:** The HR/H&S Working Group is continuing to meet on a bi-weekly basis to conduct the Human Resources policy review. The group used the HR Downloads tool to create a policy template and are working their way through the policy manual sections to customize policies to meet North Huron's needs. Draft policies are circulated to the Senior Management Team for comment before being finalized.
  - ii. **PTSD Plan:** The *Supporting Ontario's First Responders Act* creates a presumption that post-traumatic stress disorder (PTSD) diagnosed in first responders is work-related. The presumption applies to police officers, firefighters, paramedics, certain workers in correctional institutions and secure youth justice facilities, dispatchers of police, firefighter and ambulance services, and emergency response teams. The Act also requires that PTSD prevention plans be submitted to the Ministry of Labour by employers of workers who are covered by the presumption. The deadline for submission is April 23, 2017. Manager of Employee and Business Services Richard Al and HR Coop Student Jared Weishar attended a seminar on Post Traumatic Stress Disorder and have developed a draft plan which will be to FDNH Chief Sparling, incoming Chief Ladner and WPS Chief Poole for comment. The final document will be presented to Council in early April.

- d. **County CAO Meeting:** Attended a meeting of Huron County CAO's in South Huron on March 9<sup>th</sup>. County Department Heads were present to provide information on the IPM and various County Shared Service initiatives. Agenda items included;
- IPM – the Huron County Showcase design was presented. Municipalities will be provided with a barn style display.
    - CAO and EDO to develop a plan for the display and report back to Council
  - Common Development Processes were developed by a Huron County Working Group for inclusion in the County Planning Manual.
  - Public Works/Highways:
    - Recommendation to engage a Consulting Firm to produce a Municipal Servicing Development Handbook or Guide – common infrastructure guidelines and GIS
      - Director of Public Works to review and report back to Council with a recommendation on participation
    - County to meet periodically with lower tiers to collaborate on the procurement of contracted services and projects as well as coordinate capital projects.
  - Human Resources: Possible development of common Health and Safety Guidelines, templates and approach.
    - Not all municipalities were interested. A working group of interested municipalities will be put together to see if the project is feasible. North Huron will participate.

## **2. Personnel:**

- a. The Director of Fire and Emergency Services/Fire Chief position has been awarded to Ryan Lander. The appointment by-law is presented for Council's approval on March 20<sup>th</sup>, 2017. Chief Sparling's last day will be March 31<sup>st</sup>, with Chief Ladner's appointment effective as of April 1<sup>st</sup>. Chief Ladner will report to work at the ESTC on April 3<sup>rd</sup>. Incoming Chief Ladner will be introduced to the Firefighters at the Wingham Station training on March 20<sup>th</sup> prior to the Council meeting.

## **3. Planning/Economic Development:**

- a. Gave a presentation to the Wingham BIA at their Annual General Meeting on 2017 municipal projects. Will arrange to make a similar presentation to the Blyth BIA as soon as possible.
- b. A meeting of the Planning and Development Team has been arranged to review the common Development Guidelines drafted by a Huron County Working Group. The document will be used to establish a development process in North Huron.
- c. A meeting was held with the Blyth BIA Chair and Treasurer, Director of Finance, CAO, Economic Development Officer
- d. The CAO and Director of Public Works are working on the revised Cross Border Services Agreement with Morris Turnberry for the Britespan Development. It was hoped that the Agreement would be ready for Council's consideration for the March 20<sup>th</sup>, however additional time is required to complete the revisions. The matter will be brought forward at the March 27<sup>th</sup> budget meeting.

## **FINANCIAL IMPACT**

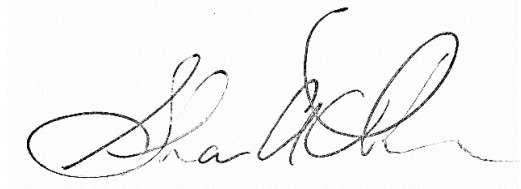
n/a

**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", is centered on a light gray rectangular background.

---

Sharon Chambers, CAO