



# TOWNSHIP OF NORTH HURON

# REPORT

Item No.

**REPORT TO:** Reeve Vincent and Members of Council  
**PREPARED BY:** Kathy Adams, Clerk  
**DATE:** 02/05/2016  
**SUBJECT:** Clerk's Department Update  
**ATTACHMENTS:** None

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## **RECOMMENDATION:**

THAT the Council of the Township of North Huron hereby receives the Clerk's May 2, 2016 Department Report for information purposes.

## **EXECUTIVE SUMMARY**

This report is to keep Council of the Township of North Huron informed of the operations of the Clerk's Department.

## **DISCUSSION**

### **1. Administration**

Preparation of agendas and minutes in eSCRIBE for meetings and posting on website.  
Filing of 2015 data for Waste Diversion Ontario grant program.  
Interviews for summer students.  
Continued training on costing allocations for Clarity payroll program.  
Processing planning applications.  
Draft Memorandum of Understanding for Friends of the Museum presented to Friends Group.

### **2. Building/Property Standards/By-law Enforcement**

30 permits issued to date compared to 9 at this time last year.  
Permit value is up from approximately 5 million to over 7 million mostly due to industrial and service building permits.

### **3. Child Care Services**

#### **General**

Maternity leave has been advertised and interviews will be held shortly. Congratulations to Vanessa and TJ on the birth of their little girl Evelyn.

In regards to the proposed changes in the second phase of Early Learning and Care they have recently announced that they are backing down from the proposed changes to ages and ratios. This is welcome news. We have not heard about other concerns we raised.

Our part-time Clerical Assistant has resigned from her position. We will be looking at options for filling the position as quickly as possible. It is a very busy position that requires extreme attention to details in a very fast paced and busy environment.

New graduates are just finishing and we are hoping to boost our supply staff with some new staff.

#### Day Care

We are operating with 8-10/10 infants, 23/25toddlers and 24-32/32 preschoolers.  
The Day Care has filled to capacity for April.

#### Early Learning Site

We will have a steady group of 16 at this location until the end of June.

#### Before and After Maitland River

We continue to be full of active challenging children at this site.

#### Before and After Sacred Heart

Attendance at the Before and After program remains constant.

### **4. Health & Safety**

Continuing to complete monthly inspections of municipal facilities.

### **5. Information Technology**

Meeting with Director of Recreation and Facilities and online recreation software providers to further investigate options.

Working with Hurontel to have fibre connection installed at Morris-Turnberry public works shop.

Exploring costs and options for additional surveillance equipment at North Huron Westcast Community Complex.

Working with providers to examine possible options to connect Morris-Turnberry and North Huron offices.

Investigating phone system upgrades to support implementation of Shared Services Project.

Various day to day items – website updates, exploring options and gathering quotes for replacement copiers, repaired digital sign cable.

### **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.