

Orientation Session 1, November 14, 2018

Carling Room, South Huron Municipal Office

Session started at 4:00 p.m. and ended at 5:40 p.m.

Attendance: George Finch, Jim Dietrich, Dianne Faubert, Aaron Neeb, Ted Oke, Marissa Vaughan, Barb Ferguson Willard, Dan Best, Scott Currie, Don Giberson, Sandy Becker, Dwayne McNab, Jo-Anne Fields, Megan Goss, Jeff Musser, Rebekah Msuya-Collison

This session was set aside for Councillors-elect to ask questions of senior staff and get to know the business units of the Corporation. There was no formal agenda and the Scope Notes are attached to this note.

1. CLERK

The Clerk is a statutory position (i.e., mandated by legislation – Municipal Act, 2001) that supports Council and Council Committees.

Core Responsibilities:

- Maintain official records of municipality – minutes, agendas, agreements and other corporate documents
- Provide legislative support to Council and Committees
- Respond to requests under *Municipal Freedom of Information and Protection of Privacy Act*
- Provide secretarial services and administrative support to committees as determined by Council;
- Records Management
- Returning Officer under *Municipal Elections Act*
- Municipal Drains – *Drainage Act*
- Land Use Planning – *Planning Act*
- By-Law Enforcement
- Licensing
- Vital Statistics
- *Line Fences Act*
- Livestock Damage Program
- Cemetery Management
- Commissioner of Oaths

2. CHIEF BUILDING OFFICIAL

Chief Building Official is responsible for the management, operation, and administration of the Building Services Department. This included the responsibility for establishing and implementing operational policies and procedures for plan review, inspection, and enforcement of the Building Code Act and Ontario Building Code.

The department consists of 1 Administrative Assistant, 1 Building Inspector and a CBO. The department administered through provisions of our Building by-law which enable us with the tools to provide our services as a self-funded department.

As the Chief Building Official, I oversee procedures for all permits and applications prior to issuance to ensure the construction, renovation, change of use, and demolition of buildings comply with all applicable law as outlined within the Building Code. This is an integral role to ensure buildings are properly examined and inspected to protect and ensure the safety of our citizens.

The CBO also sits as a member of the Site Plan review group which is established to oversee any new developments and expanding developments with South Huron in order to provide a detailed overview of a project which expedites the approval process. Developers are brought together to hear what requirements are required by each department and can leave knowing their assignments needed to submit for proper approvals.

3. HUMAN RESOURCES

Our most valuable assets are our people. The human resource function ensures that the corporation is compliant with legislation and deals with the hiring, administration, and training of personnel.

Core Responsibilities:

- Occupational Health and Safety
- Employee Relations
- Recruitment
- Human Resources Planning
 - Staff Development
 - Succession Planning
- Corporate Training
- WSIB Management

4. OPERATIONS AND INFRASTRUCTURE DEPARTMENT

This department oversees water & wastewater services, landfills & waste management, as well as municipal roads.

Drinking Water

- Planning, engineering, maintenance, operation and regulatory compliance of the Municipality's drinking water system.

- Treated water is supplied by Lake Huron Primary Water Supply System (LHPWSS). Liaison and coordination with Regional Water Supply Staff and Ontario Clean Water Agency (OCWA).
- Maintenance and operation of water mains, services, hydrants, valves, booster pumping stations, reservoirs, water towers and SCADA system.
- Sampling to ensure drinking water is safe and in regulatory compliance.
- Water meter maintenance, repairs, including meter reading and associated customer service.
- Emergency response, including after-hours standby, to water related issues, such as main breaks, service leaks, SCADA alarms and regulatory compliance issues.
- Maintenance of the Drinking Water Quality Management System (DWQMS).
- Capital projects to replace aging water infrastructure as per the Asset Management Program.

Wastewater and Treatment

- Planning, engineering, maintenance, operation and regulatory compliance of the Municipality's wastewater collection systems and wastewater treatment facilities.
- Maintenance and operation of sewers, force mains, manholes, private services, sewage pumping stations, wastewater treatment facilities and SCADA system.
- Maintenance, operation and regulatory compliance of Exeter Wastewater Treatment Facility. This is a multi-cell sewage lagoon with assisted aeration and tertiary treatment (sand filters) prior to discharge.
- Oversight responsibility for South Huron share of jointly owned Grand Bend Area Wastewater Treatment Facility. Lambton Shores' contract operator (Jacobs) operates the facility and Lambton Shores is the Administrating Municipality.
- Sampling of treated effluent to ensure it is safe to discharge to the open environment and is in regulatory compliance.
- Emergency response, including after-hours standby, to wastewater related issues, such as sewer backups, SCADA alarms and regulatory compliance issues.
- Responding to basement sewage backups and associated customer service.

- Capital projects to replace aging wastewater infrastructure as per the Asset Management Program.

Transportation

- Planning, engineering, maintenance and regulatory compliance of the Municipality's roads, sidewalks, bridges, culverts, storm drainage infrastructure, SWM Facilities, Traffic Signals and Street Lighting.
- Winter Maintenance, including patrolling, plowing, salting/sanding of roads, sidewalks and municipal parking lots in accordance with the Regulatory Minimum Maintenance Standards.
- Maintenance of rural gravel roads including grading, biannual re-graveling, dust control, roadside vegetation control and road side drainage.
- Maintenance of rural and urban paved roads including patching, pot hole repairs, crack sealing, gravel shouldering, roadside vegetation control and road side drainage.
- Maintenance and bi-annual structural inspection of bridges and culverts larger than 3m in diameter.
- Maintenance of storm sewers, culverts smaller than 3m, catch basins, annual catch basin cleaning, storm manholes and Storm Water Management Facilities (SWM facilities).
- Maintenance of sidewalks, including annual inspections, spot repairs and grinding of differential settlements at joints.
- Responsible for maintenance of Traffic Signals under a joint services contract with Huron County.
- Responsible for maintenance of Street Lighting under a contracted services contract.
- Responsible for responding to Municipal Drain requests and contracting for minor Municipal Drain repairs.

Waste Management (Garbage, Recycling and Landfill)

- Planning, engineering, maintenance and regulatory compliance of the Municipality's closed and open landfill sites.
- Maintenance and operation of South Huron Landfill Site, including extensive ground water monitoring and annual regulatory reporting. Landfilling is performed by a contract operator.
- Operation of recycling operation at South Huron Landfill site to divert tires, scrap metal, concrete, yard waste/leaves/branches, wood construction & demolition waste and asphalt roofing shingles.

- Monitoring and maintenance of closed Kirkton and Stephen Landfill Sites, including extensive ground water monitoring and annual regulatory reporting.
- Responsible for contracted curbside waste collection/recycling programs.
- Responsible for hosting annual special household hazardous waste disposal coordinated with the County of Huron.

5. COMMUNITY SERVICES

The Community Services Department role is to enhance the quality of life for residents of South Huron and beyond. The Department is committed to providing opportunities for all ages through access to quality sports and recreation programs, facilities, services and leisure activities, promoting an active and healthy lifestyle. The Department addresses community needs and enhances the quality of life for all individuals that live, work, play and visit South Huron. Community Services plays an important role as a liaison with community groups and organizations. The Community Services Department is also responsible for the Exeter Cemetery.

Core Responsibilities:

- Event and Rental Coordination
- Program and Service Coordination
- Community Partnership and Development
- Recreation Facilities – Arenas, Sports Fields
- Management of Municipal Facilities
- Management of Parks and play spaces
- Cemetery Operations
- 2 Arenas
- 2 Outdoor rinks – weather permitting
- 5 Community Centres
- 1 Agricultural Building
- 2 Outdoor Pools
- 1 Wading Pool, 1 Splash Pad
- 8 Pavilions
- Numerous play areas and much more!

6. Financial Services Department

The role of the financial services department involves the financial administration of the organization, as well as ensuring compliance with all applicable legislation related to its financial affairs. This includes statutory reporting to council, the public and the Province of Ontario.

Core Responsibilities:

- Financial Planning and Management
 - Budgeting
 - Monitoring
 - Reporting
 - Analysis
 - Debt and other financing options
- Corporate procurement
 - Policy development, internal controls and administration including monitoring proper authorization and adherence to policy
 - Fair and consistent purchasing practices
 - Timely payment of expenses
- Property taxation policy and administration
 - Customer Service
 - Tax billing, collection and adjustment
 - Tile loans administration and collection
- Cash management and internal controls
 - Processing, controlling and recording all payment receipts
 - Bank deposits and daily reconciliation
 - Accounts receivable, prepare invoicing for the recovery of fees for services and following up on collection
 - Cash flow forecasting (maintain sufficient cash balances to meet expected disbursements of the municipality)
- Utility billing services (water, sewer, garbage and recycling)
 - Customer Service
 - Billing, collection and adjustment
- Asset Management

- Policy development, financial strategy, plan development
- Maintain detailed inventory of tangible capital assets

- Investments and Reserves
 - Policy, portfolio development, reporting

- Payroll and Benefits
 - Council, Staff and Volunteer Firefighters

- Information Systems
 - Coordination of procurement and support for IT (network, software, hardware, cell phones)

7. Fire Services

The South Huron Fire Department is dedicated to public education and prevention while ensuring the safety of people and property. Our team of 70 highly trained volunteer firefighters staff three fire stations in the communities of Exeter, Huron Park and Dashwood. Responsible for fire prevention, suppression and education, the department serves a total area of 425 square kilometers and receives an average of 150 calls per year. The fire department's apparatus fleet is comprised of:

- 3 pumper/tankers
- 2 tankers
- 1 aerial
- 1 ladder
- 3 rescue units