



MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Administration and Human Resources
Date of Meeting:	28 March 2017
Subject:	CAO 11-2017 March Monthly Report (Administration & HR)

RECOMMENDATION

THAT CAO 11-2017 March Monthly Report (Administration & Human Resources) be received for information.

DEPARTMENTAL HIGHLIGHTS

Strategic Planning

- Have begun documenting existing Town services and programs within the implementation plan to demonstrate how the strategic plan is currently being achieved. Each staff report and new program/policy/service proposal is reviewed to ensure alignment with Council's strategic priorities. Plan is to prepare first draft of the implementation plan for presentation to the Strategic Priorities Committee in the first half of 2017.

Intergovernmental Relations

- Shared Services: No new update. The Town is waiting on the City and the County to advance in their specific negotiations. All agreements have been put to final draft with minor revisions resulting from final vetting by legal. St. Marys is in a position to approve the agreements, pending the decision of the other two partners on an outstanding roads agreement matter.
- Perth South: Perth South continues to be an excellent regional partner. Staff have developed a plan to move forward jointly on the Perth4Youth project, and to reestablish a joint economic development committee. Fire Services reporting has been agreed to be on a quarterly basis. Lastly, we will be meeting to review the potential for working collaboratively on Source Water Protection Services.
- UTRCA: Meeting held with the UTRCA March 22 to review Town concerns regarding budget, development issues, the Wellington Street bridge project, Source Water Protection services and Wildwood dam operation. Follow-up meetings are pending.

Policy Development

- Code of Conduct: No new update. Drafting of the Code will be completed in the first quarter of 2017 now that the Strategic Plan and Policing alternatives review have progressed.

- Revised Community Grant Policy: No new update. This project is currently in the research stage. Templates have been collected from other municipalities with this type of program to compare against the Town's current program requirements. Target for a draft policy to be reviewed by Council is first half of 2017.

Communications and Citizen Engagement

- Truck Traffic Ad-Hoc Committee: Staff are progressing on a number of the outstanding initiatives to be investigated in 2017. Meeting with Council's ad-hoc committee planned for later in the spring of 2017.
- St. Marys Cement Citizens' Concerns: Met with representatives of St. Marys Cement on February 7, March 1, and March 24. The company is establishing a community engagement committee to review concerns and provide information about plan operations directly to residents. Company representatives have confirmed that the plant has not exceeded any regulatory limits for their discharge and are well below all regulatory limits.

Land Sales

- SGD Land Sale: Mutual drain agreement is in final draft form and is being reviewed by each respective legal counsel. Plan to have agreement finalized by end of March.
- McDonald House: Registration of the designation by-law is pending. Expect the land sale process will happen in second quarter of 2017.
- 121 Ontario Street: The RFP for this sale has closed with 6 submissions from 4 different development companies. Shortlisting to Phase 2 of the process occurred March 2, 2017 and financial submissions closed March 10, 2017. To date none of the proposals have met the Town's requirements and the current process has been cancelled and a new RFP will be issued in 2-3 weeks.
- Park/Thomas Street: Offer to purchase received and presented to Council. Offer requires 21 days' notice to adjacent property owner and this period lapses March 24, 2017. Once the notice period has lapsed the Town can proceed with the sale.

Other Projects

- CBHFM Operating Agreement: Legal counsel is currently revising the agreement based on Staff's review. A deadline has been established for legal Counsel to have the agreement finalized for the start of baseball operations in 2017.
- Library CEO Transition: CEO transition plan has been developed by the Board Chair, Human Resources, Library staff and the CAO. A work plan has been developed to address day to day operations and projects so there will be no impact to the public. Plan is to move forward with the CEO recruitment process. As a part of the CAO's current dual role, I plan to spend Wednesday afternoons and Friday mornings working out of the library.
- Police Service Delivery Review: The Town's submission to the Ontario Civilian Police Commission (OCPC) was sent on January 12, 2017. A status update was requested from Commission on March 14, 2017 in regards to timeline and the reply was that the Town would have a decision within the next 30 days (By April 14, 2017).

- Residential Hospice Grant Request: The Southwest LHIN has approved the Residential Hospice project, and the Town has been asked to make a \$300,000 contribution to the project over a time period that the Town is agreeable to. This grant request was deemed to be outside of the annual grant program and a report specifically considering the request will be brought forward in April 2017.

Human Resources/Payroll

Recruitment

- Completed the recruitment process for the Events Assistant in the Corporate Communications department.
- Ongoing selection and interviewing of candidates for various seasonal positions.
- Working in conjunction with the Library Board's Personnel Committee to recruit a new Library CEO.

Corporate Training

- Ongoing policy review with the Senior Leadership Team.

Health and Safety

- Attended a working/information session with the Fire Chief and continue to draft a Post-Traumatic Stress Disorder Prevention Plan to be submitted to the Ministry of Labour.
- Conducting analysis of all 2016 Health and Safety Incidents (including First Aids, Medicals and Lost time Incidents) to identify trends and possible improvements.
- Continuing work on the workplace violence assessment survey. Joint Health and Safety Steering Committee members will be reaching out to all functional areas of the organization to seek staff input.

Staff Engagement

- Planning Spring All-Staff meetings to be held April 3, 2017.
- Reviewing employee recognition and engagement ideas with the STEAM committee.

HR Systems and Processes

- Worked in conjunction with the CAO and the Library Services Coordinator to create and implement a Library CEO transition plan.

Payroll

- InfoHR/Easy Pay: working with programmer on mapping attendance records to interface with payroll system.
- 2018 Payroll Budget sheet preparations.

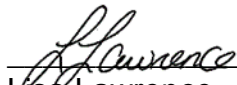
OUTSTANDING ISSUES AND PROJECT LIST

As above.

SPENDING AND VARIANCE ANALYSIS

None to date

Respectfully submitted,



Lisa Lawrence
Human Resources Manager



Brent Kittmer
CAO / Clerk