



# MONTHLY REPORT

<b>To:</b>	<b>Mayor Stratthdee and Members of Council</b>
<b>From:</b>	<b>Administration and Human Resources</b>
<b>Date of Meeting:</b>	<b>25 April 2017</b>
<b>Subject:</b>	<b>CAO 14-2017 April Monthly Report (Administration &amp; HR)</b>

## RECOMMENDATION

THAT CAO 14-2017 April 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.

### Policy Development

- Code of Conduct: First draft of the Code of Conduct complete based on templates generated by legal counsel for the Town in 2015, and after reviewing best practice examples from other municipalities. Timeline is for a meeting of Council's ad-hoc committee in May.
- 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, and have provided an update to the CCAHTT representatives. Currently reviewing dates with the CCAHTT for the proposed spring meeting.

- St. Marys Cement Citizens' Concerns: Correspondence received from St. Marys Cement in regards to a Community Liaison Committee. According to the company, the purpose of the committee will be "to share information, identify matters of mutual importance and openly discuss concerns related to SMC operations — toward finding workable solutions that address these points, along with the plant's ability to operate in a socially responsible, legal and regulatory compliant manner." Council is asked to consider appointing two members to sit on the committee.
- Westover Men's Breakfast: CAO presented a corporate update to the Westover Inn's Men's Breakfast Club. Topic of discussion focused on the current status of the 2017 budget, and the current status of other larger files and projects.

#### **Land Sales**

- SGD Land Sale: Mutual drain agreement is in final draft form and is being reviewed by each respective legal counsel. Some minor outstanding items exist which are being vetted by legal.
- 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 revised RFP has been issued as of April 13, with closing on May 18. The RFP has been shared with all proponents who participated in the first round of bidding, and has been also advertised to the general public.
- Park / Thomas Street: The notice period for this land sale has passed and the offeree is now free to pursue closing their conditions of 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: CAO continues to support the Library Staff and Board on an as needed basis. Library operations have continued smoothly through the transition period without any impact to the public. Human Resources has taken direction from the Board to post the recruitment for the CEO replacement, which closed on April 19, 2017. Candidate interviewing by the Board's Personnel Committee will follow.
- Police Service Delivery Review: The Town's application to the Ontario Civilian Police Commission to enter into a contract for service with the Stratford Police Service has been approved. The Town's contract with the OPP expires as of December 31, 2017 and the contract with the Stratford Police Service will need to be in place for January 1, 2018. Negotiating the agreement with the Stratford Police Service needs to be started as soon as possible, and staff are recommending that Council provide direction to begin this process immediately.
- 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 May 2017. The CAO has been working with Hospice representatives to collect all of the necessary information for Council to consider.

## **Human Resources/Payroll**

### **Recruitment**

- Completed the recruitment process for the Parks Labourer and VIA Attendant
- Ongoing recruitment and selection for a Library Clerk, Library CEO, File Clerk and Youth and Child Recreation Programmer
- Finalizing all hiring details regarding the seasonal summer positions

### **Corporate Training**

- Scheduling departmental RZone training sessions across the corporation as required

### **Health and Safety**

- Continuing to work with the Fire Chief on the Post Traumatic Stress Disorder Prevention Plan for submission to the Ministry of Labour by end of April
- Presented an analysis of the 2016 Health and Safety Incidents to the Joint Health and Safety Steering Committee
- In the process of reviewing workplace violence assessment survey results with the Joint Health and Safety Steering Committee

### **Staff Engagement**

- Spring All Staff meetings were held April 3, 2017. Human Resources provided annual refresher training on the Respect in the Workplace and Rzone policies as well as an update on the award received from the United Way campaign which placed the Town in the Top 20 workplaces for our 2016 campaign and issued Town of St. Marys ID badges for all staff.

### **HR Systems and Processes**

- Investigating performance management best practices with the intention of reviewing and revising the annual performance appraisal document
- Attended a Workplace Investigation Training session with the intention of coaching the management team as the need arises and updating the current investigation templates and processes

### **Payroll**

- 2016 Health Care Spending Account (HCSA) Reconciliation
- 2016 Financial Information Reporting (FIR) – Schedule 80
- InfoHR/Easy Pay: working with programmer on mapping attendance records to interface with payroll system
- 2018 Payroll Budget sheet preparations

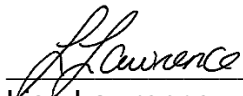
## **OUTSTANDING ISSUES AND PROJECT LIST**

As above.

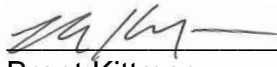
## **SPENDING AND VARIANCE ANALYSIS**

None to report.

Respectfully submitted,



Lisa Lawrence  
Human Resources Manager



Brent Kittmer  
CAO / Clerk