

MONTHLY REPORT

To:	Mayor Strathdee and Members of Council
From:	Administration and Human Resources
Date of Meeting:	27 June 2017
Subject:	CAO 26-2017 June Monthly Report (Administration & HR)

RECOMMENDATION

THAT CAO 26-2017 June Monthly Report (Administration and Human Resources) be received for information.

DEPARTMENTAL HIGHLIGHTS

CAO

Strategic Planning

- Development of a formal implementation plan remains outstanding, however a number of tactics and priorities identified in the updated plan are underway.
- Plan is to prepare first draft of the implementation plan for presentation to the Strategic Priorities Committee in the second half of 2017.

Intergovernmental Relations

- Shared Services: The Town has submitted correspondence to all parties encouraging a resolution prior to June 30, 2017. The City and the County continue to work towards resolution of an outstanding matter prior to being able to execute these agreements. The CAO has contacted both parties to advise that the Town of St. Marys is positioned to move forward once both parties are prepared.
- Township of Zorra: Met with representatives of the Township of Zorra on June 22 to review a request to enter a mutual aid agreement for Fire Services. Will report further to Council once the preliminary details are finalized.
- LTC Beds: The Mayor and CAO attended the public meeting held in Mitchell on June 20th and made a joint submission with the other Perth local municipalities to the Ministry of Health and Long Term Care. The Ministry has extended their consultation deadline, and a formal written submission will be supported by all municipalities in the geographic County of Perth.

Policy Development

- Code of Conduct: First draft of the Code of Conduct substantially complete. Will be organizing a meeting of the review committee in July. The Ministry of Municipal Affairs and Housing has recommended that the Town continue to finalize their draft Code of Conduct,

but defer formal adoption until after the Province passes the associated legislation. This approach ensures that the final draft captures any possible Provincial requirements.

- 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 in the summer of 2017.

Communications and Citizen Engagement

- Truck Traffic Ad-Hoc Committee: Meeting of the ad-hoc committee held on June 22, 2017 to update committee members and the CCAHTT of the current progress on a number of initiatives. A further update will be provided at the August Strategic Priorities Committee meeting where a number of possible by-law amendments to address CCAHTT requests will be considered.
- Canada 150 Time Capsule: Have met with Ms. Andrea Macko who is organizing a Canada 150 Time Capsule. Her proposal is to bury a 50-year time capsule in the area of the Wellington Street Bridge when it is completed. The plan forward is to establish a committee to assist with vetting artifacts and content for the capsule, with a focus on engaging the local schools to provide content so that current students can view their contributions when it is opened in 2068. The Town will provide assistance and support through communication of this initiative.

Land Sales

- SGD Land Sale: Shepherd Gourmet Dairy has countersigned the "option to buy" agreement for lands on Enterprise Drive. Presently the environmental assessments for the lands are underway.
- McDonald House: Staff have been contacted by an interested purchaser, and we continue to have discussions with this individual.
- 121 Ontario Street: Council has selected a preferred buyer. The buyer has been notified and the 120 day window to negotiate a sales agreement is underway. The draft agreement is currently with the Town legal counsel. Once the agreement is in final form it will be accepted by Council and be made 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.
- 45 Thames Road: Arranging to place an ad in the local newspapers advising that this property is available for purchase for a residential purpose.

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.

- Police Service Delivery Review: Agreement negotiations are underway. A first draft agreement has been reviewed and sent to legal counsel who are currently making edits and revisions. CAO has been in contact with Perth South to determine their interest in partnering in negotiations to ensure that both municipalities' interests are protected.

Human Resources/Payroll

Recruitment

- Completed the recruitment process for two part-time Lifeguards, two full-time Educators and three Educator Assistants.
- Currently recruiting for a full-time Public Works Coordinator, Contract Guest Services Coordinator and the Library CEO.

Corporate Training

- Facilitating Service Excellence training with The Training Bank focusing on customer service training for staff. This is a pilot program working with the staff at the PRC with the intention to follow up with the other areas of the corporation at a later date.

Staff Engagement

- Planning the 2017 Mayor/CAO BBQ, which is set for June 28, 2017.

HR Systems and Processes

- Ongoing research into performance management best practices. Undergoing a review of the current process to identify and address areas for improvement with particular focus on the mid-year assessment coming up this September.

Payroll

- InfoHR / Easy Pay: testing attendance interface with payroll system
- 2018 Payroll Budget sheet preparations
- Conducted Electronic Timesheet training session for summer staff
- 2017 Wage Grid/Salary Band update (COLA 1.5%) and application
- Early Learning Services Provincial Wage Enhancement Funding compilation and payment for 1st half of year
- Firefighter Remuneration compilation and payment for 1st half of year

OUTSTANDING ISSUES AND PROJECT LIST


As above.

SPENDING AND VARIANCE ANALYSIS

- Environmental assessments required for the lands on Enterprise Drive are in addition to the approved budget. The forecasted cost of \$15,000 to complete this work will be funded from proceeds from the land sale.

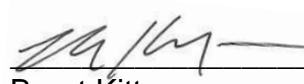
REVIEWED BY

Recommended by the Department



Lisa Lawrence
Human Resources Manager

Recommended by the CAO



Brent Kittmer
CAO / Clerk