

# 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 July 2017</b>
<b>Subject:</b>	<b>CAO 27-2017 July Monthly Report (Administration and Human Resources)</b>

## RECOMMENDATION

THAT CAO 27-2017 July Monthly Report (Administration and Human Resources) be received for information.

## DEPARTMENTAL HIGHLIGHTS

### CAO

#### Strategic Planning

- Draft scorecard for the strategic plan developed. This scorecard will be combined with the formal implementation plan. Plan is to prepare first draft of the implementation plan for presentation to the Strategic Priorities Committee in the second half of 2017.
- The strategic plan, the projects completed to date, and the implementation plan will be a focus of the fall Coffee with Council event.

#### Intergovernmental Relations

- Shared Services: No new update. 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. Have exchanged a draft of the proposed agreement. Continuing to finalize the agreement for presentation to Council in August / September.
- LTC Beds: Regional letter from all municipalities in the geographic County of Perth has been submitted. The Mayor will be attending a meeting of the MPP and Revera Inc. representatives on July 25, 2017.

#### 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: 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. A meeting has been set up with the Community Foundation to pursue that alternative as directed by Council.

#### Communications and Citizen Engagement

- Truck Traffic Ad-Hoc Committee: An update on the current status of initiatives will be provided at the August Strategic Priorities Committee. Meeting with the CCAHTT will take place the week of August 7, 2017.

#### 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 with Phase I complete and Phase 2 in progress.
- 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. Draft agreement has been negotiated and has been included on the July 25, 2017 Council agenda for approval.
- 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.
- Police Service Delivery Review: Agreement negotiations are underway. A first draft agreement has been reviewed and sent to Town legal counsel for revisions. Revisions have been completed and will be vetted by the CAO by the week of July 31. After internal vetting the draft will be shared with the City of Stratford.

### **Human Resources/Payroll**

#### Recruitment

- Completed the recruitment process for the Library CEO.
- Currently recruiting for a full-time Public Works Coordinator, Contract Guest Services Coordinator and a full time Senior Services Coordinator.

#### Corporate Training

- Ongoing Facilitation of the pilot program for Service Excellence training with The Training Bank.

#### Staff Engagement

- Continuing staff engagement-planning activities with the STEAM Committee.

#### HR Systems and Processes

- Met with the Job Evaluation / Pay Equity consultant regarding the 2017 Salary Survey to discuss initial findings and timelines.
- 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.

#### Payroll

- InfoHR / Easy Pay: testing attendance interface with payroll system continuing
- Conducted ESS and Electronic Timesheet training session for newly hired Full-time staff
- Huron-Perth St Marys Group Benefits Consortium Meeting
- OMERS information sessions

### **OUTSTANDING ISSUES AND PROJECT LIST**

As above.

### **SPENDING AND VARIANCE ANALYSIS**


None to report.

### **REVIEWED BY**

Recommended by the Department

  
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Lisa Lawrence  
Human Resources Manager

Recommended by the CAO

  
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Brent Kittmer  
CAO / Clerk