

MONTHLY REPORT

To: Mayor Strathdee and Members of Council

From: Administration and Human Resources

Date of Meeting: 26 September 2017

Subject: CAO 34-2017 September Monthly Report (Administration & HR)

RECOMMENDATION

THAT CAO 34-2017 September 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 for presentation to the Strategic Priorities Committee on October 17, 2017. The strategic plan, the projects completed to date, and the implementation plan will be a focus of the fall Coffee with Council event.
- RED Grant: Secured to fund 50% of the cost of a Wayfinding Signage Strategy as identified in the strategic plan.

Intergovernmental Relations

- Shared Services: A meeting of the respective CAOs held on September 6, 2017 to discuss possible options for resolution of this outstanding file. A critical path to September 29th was established before mediation or arbitration was considered. Significant effort was placed on this file in the month to bring it to resolution, with a further update for Council in closed session.
- Township of Zorra: Have exchanged a draft of a proposed mutual aid agreement. Continuing to finalize the agreement for presentation to Council in October/November.
- Perth South: Perth South Council has requested a joint meeting with St. Marys Council to discuss an economic development proposal. Council is asked to consider an available date for a meeting after October 10, 2017.
- UTRCA: Mayor and CAO attended the inaugural UTRCA budget workshop on September 7, 2017. The UTRCA is proposing municipal levy increases of 6% per year through to 2020 to be able to implement their strategic plan. A formal budget submission will be made to the Board by the CAO.

Policy Development

- Code of Conduct: First draft of the Code of Conduct substantially complete. The Town's deadline to establish a Code of Conduct has been proclaimed by the Province as March 1, 2019.
- Revised Community Grant Policy: Have met with the Stratford Perth Community Foundation to review options for the SPCF to administer the Town's annual granting process. An invite will also be extended to the United Way to review administration options with that organization as well.

Communications and Citizen Engagement

- Truck Traffic Ad-Hoc Committee: No recent meetings with the next meeting planned for December. Traffic concerns regarding James Street South were reported to the OPP which resulted in 55 hours of focused patrols with 6 Provincial Offences fines laid
- Alzheimer's Coffee Break: Council's annual Coffee Break event has been scheduled for September 29, 2017 from 9:00 am – 11:00 am.
- Coffee with Council: Council's annual Coffee with Council event is tentatively planned for October 28, 2017 from 9:00 am – 12:00 pm. The focus of this year's even will be an update on strategic plan initiatives, and pre-budget feedback.

Economic Development

- Joint economic development meeting held August 23 with a focus on youth initiatives. This meeting resulted in a joint meeting with the Principal and Vice-Principal of DCVI to engage them as a stakeholder in the Town/Township's youth retention/attraction initiatives.
- Stratford Perth Centre for Business: currently negotiating a memorandum of understanding for this service. Planned to be presented to Council on November 14, 2017 as part of a delegation from investStratford.
- The Town is partnering with Perth South, DCVI, the Four Counties Labor Market Board and Cascades to host a manufacturing day and discussion panel for local Grade 10 students on October 20, 2017.
- Joint Business networking event has been booked for October 30, 2017 at 7:30 am. Perth South is the lead on this event and the location is River Valley Golf Club. This breakfast will focus on strategies for youth employment, with the recommendations from the Perth4Youth project being shared with employers.

Land Sales

- SGD Land Sale: The Town's Phase 2 Environmental assessment for lands on Enterprise Drive has been completed with no concerns raise. SGD now has the option to purchase these lands through to September 30, 2020.
- 121 Ontario Street: The closing date for the sale has been moved to September 29, 2017 to allow NA Engineering to correct the noted Park Lane survey issues.

Other Projects

- CBHFM Operating Agreement: A final first draft has been completed and is currently being reviewed by the CAO. The CAO and the Board Chair met on September 15, 2017 to review the CBHFM's position on a number of matters and a further report will be provided to Council once the agreement is in final draft form.
- Police Service Delivery Review: Agreement is in final draft form for consideration by Council in closed session on September 26, 2017. A full public disclosure of the report will be made on October 10, 2017 pending approval from Council. Implementation of the service change would occur as of April 2, 2018 if the approval timeline is achieved.

Human Resources/Payroll

Recruitment

- Completed the recruitment process for the contract Guest Services Coordinator, Educators, Educator Assistants, Program Assistants and Canteen Attendants.
- Currently recruiting for a full-time Economic Development Manager, full-time Lifeguard, Facilities Operator, Senior Services Programmer, Supply Staff (ELS), Contract Fire Prevention Officer, Contract Curatorial and Programming Assistant, Youth and Child Programmer and Arena Attendant.

Corporate Training

- Ongoing work with Ray Miller of the Training Bank to finalize the Corporate Service Excellence Core Standards as part of the pilot project currently underway at the PRC.
- Organizing team building training for the Senior Management Team to take place November 2017.

Staff Engagement

- Coordinating the semi-annual All Staff meetings. Three sessions will be conducted on November 6, 2017 as a way to provide staff with an update on current municipal affairs and other items of corporate and employee interest.

HR Systems and Processes

- The final Salary Survey report has been received. Currently undergoing an analysis of the results to determine the next steps.
- Continuing analysis of Bill 148's progress and the impact to the Town's current employment and payroll practices.
- Initial feedback has been received by both staff and management regarding the Mid-Year Performance Check-Ins. The form and process have been finalized and management is in the process of meeting with staff.

Health and Safety

- Worked alongside Facilities Department to investigate and follow up on carbon monoxide incident. Prepared additional training materials in order to enhance and strengthen current training practices.

Payroll

- InfoHR/Easy Pay: testing attendance interface with payroll system continuing.
- Conducted ESS and Electronic Timesheet training session for newly hired staff.

OUTSTANDING ISSUES AND PROJECT LIST

As above.

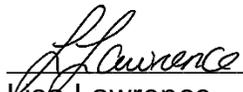
SPENDING AND VARIANCE ANALYSIS

Variances in the Administration budget are forecasted for the following areas:

- Legal fees due to ongoing expenses related to the Shared Services file, FOI response, and negotiation of agreements and contracts (police services, land sales, etc.)
- Professional fees due to the requirement for a Phase II EA for the Enterprise Drive land sale. These costs will be offset by the eventual sales revenue realized.

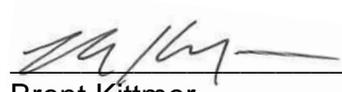
REVIEWED BY

Recommended by the Department



Lisa Lawrence
Human Resources Manager

Recommended by the CAO



Brent Kittmer
CAO / Clerk