

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Administration and Human Resources
Date of Meeting:	28 November 2017
Subject:	CAO 44-2017 November Monthly Report (Administration & Human Resources)

RECOMMENDATION

THAT CAO 44-2017 November Monthly Report (Administration & Human Resources) be received for information.

DEPARTMENTAL HIGHLIGHTS

CAO

Strategic Planning

- Farmer's Market: held a preliminary meeting with representatives of Farmer's Market to discuss a request to consider constructing permanent washrooms near the market. Currently in the investigative stage with a goal to establish a budget estimate for the project.
- Fibre Servicing: held a preliminary meeting with Perth South and Quadro to discuss buildout costs to fully service the Town with fibre. Currently researching possible infrastructure grants that may apply.

Intergovernmental Relations

- Township of Zorra: CAO has completed his review of the draft mutual aid agreement provided by Zorra. Awaiting their reply.
- Perth South: Perth South Council has approved the recommendation from the Joint Special Council meeting on November 1, 2017 regarding the James Street South servicing proposal. Administrators are attempting to set up a meeting with the Ministry of Municipal Affairs and Housing to review the possible bonusing provisions associated with the proposal. The Town's internal staff review of the proposal will begin on November 29, 2017.
- UTRCA: Contacted the UTRCA regarding the Glengowan Dam project. They are reporting progress on the file, and anticipate to have a public announcement in the spring / early summer of 2018. Received the 2018 draft UTRCA budget. The budget reflects a 4.0% (or \$3,738) increase over 2017.

Policy Development

- Code of Conduct: First draft of the Code of Conduct substantially complete and undergoing internal vetting process. 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: Next meeting planned for December 7, 2017. Agenda topics will include an update on the deployment of radar signs and the OPP's response, an update on the 2017 bridge inspection, a current status review of the Traffic By-Law amendments, and plans for 2018 traffic counts.
- St. Marys Cement Community Liaison Committee:
 - Meeting with the Perth District Health Unit and MOW held on November 8, 2017 to review current community concerns, and each agency's role.
 - Community Liaison Committee meeting held on November 17, 2017. The meeting was attended by the MOE, Town representatives, and the community committee members. Town representatives communicated Council's desire for the committee to be fully transparent, and we will raise this again when the terms of reference are finalized. The MOE will be directly engaging with concerned citizens.

Economic Development

- Stratford Perth Centre for Business: Council received a delegation from the Centre on November 14, 2017. The memorandum of understanding for their services has been signed and Council will now receive quarterly progress updates.
- DCVI: Met with representatives of DCVI to discuss how the Town and Perth South can act upon a number of the recommendations in the Perth4Youth project. The school is supportive of having Town and Township staff becoming regular presenters in their Careers class. The school is also supportive of hosting a job fair in the winter/spring. Currently pursuing this idea with Partners in Employment.

Land Sales

- SGD Land Sale: SGD has contacted the CAO / Clerk indicating their intent to exercise their option to buy the lands located off of Enterprise drive. Negotiation of a land sale agreement is underway, with a report back to Council once it is completed.
- 45 Thames Road: As directed by Council, met with Veterinary Purchasing to discuss the possibility of an option to buy agreement for this property. Discussions are ongoing.

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.

- Library Reserve: Met with the Library Board to review the proposal to establish an operating reserve for the library. The investigation of this proposal is ongoing, and further information needs to be gathered regarding the current Library Trust before this proposal can be completed.
- Police Service Delivery Review:
 - Substantial draft agreement approved by Council on September 26, with authority delegated to the CAO to finalize the outstanding terms. The remaining terms to be negotiated is the “Indemnity” clause. The CAO has submitted a proposal to the City to close this outstanding item and we are currently waiting a reply from the City.
 - Met with Acting Chief Foster on November 22 to discuss pending transition. First transition meeting with the OPP and Stratford Police Service booked for November 30, 2017.

Human Resources/Payroll

Recruitment

- Completed the recruitment process for Arena Attendants, Supply staff for the ELS, Lifeguard, Economic Development Manager, Events Coordinator, Fire Prevention Officer and Library Clerk
- Currently recruiting for Arena Supervisor, Facilities Operator “A”, Facility Operator “C” and a Crossing Guard

Corporate Training

- Ongoing work with Ray Miller of the Training Bank to finalize the Corporate Core Standards of Service Excellence as part of the pilot project underway at the PRC.

Staff Engagement

- Working with STEAM to organize the Town Staff Christmas Party and the annual United Way fundraising campaign.

HR Systems and Processes

- The final Salary Survey report has been received. Currently undergoing an analysis of the results and determining next steps.
- Preparing for the implementation of Bill 148 Fair Workplaces, Better Jobs Act, 2017 by reviewing and updating existing corporate policies, work procedures and practices and updating Employee Self-Serve systems.

Health and Safety

- Worked with the Joint Health and Safety Steering Committee to review and update the annual Health and Safety Commitment Statement to ensure legislative compliance.

Payroll

- Attended a Benefit Consortium meeting, an OMERS year-end webinar (part 1 of 4) and a Canadian Payroll Association Year-End Workshop
- Researched, presented, set-up and rolled out the Volunteer Firefighter Insurance Services of Canada policy for the Volunteer Firefighters
- Continued testing of the attendance interface between InfoHR/Easy Pay
- Conducted Employee Self-Serve and Electronic Timesheet training session for newly hired staff

OUTSTANDING ISSUES AND PROJECT LIST

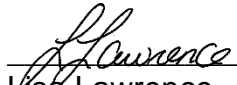
As above.

SPENDING AND VARIANCE ANALYSIS

None to report.


REVIEWED BY

Recommended by the Department



Lisa Lawrence
Human Resources Manager

Recommended by the CAO



Brent Kittmer
CAO / Clerk