

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Administration and Human Resources
Date of Meeting:	27 February 2018
Subject:	CAO 08-2018 February Monthly Report (Administration and Human Resources)

RECOMMENDATION

THAT CAO 08-2018 February Monthly Report (Administration and Human Resources) be received for information.

DEPARTMENTAL HIGHLIGHTS

CAO

Strategic Planning

- PRC Strategic Business Plan: Working group of PRC and Facilities management staff struck to develop the strategic business plan for the PRC. Bi-weekly meetings held throughout January and February with a goal to have the plan reviewed and approved by Council before the end of Q2 2018. Working draft of the business plan is in the drafting stage.

Intergovernmental Relations

- Township of Zorra: CAO has completed his review of the draft mutual aid agreement provided by Zorra. Awaiting their reply.
- Perth South Industrial Servicing: Meeting of internal technical staff completed to debrief the proposal. Preliminary internal review to be completed by mid-February. The goal is to produce the Town's due diligence report for Council's consideration before opening up new servicing agreement negotiations. Report back planned for the Strategic Priorities Committee on April 17, 2018.
- County of Perth (and lower tiers), City of Stratford: Community Transportation Grant Program
 - There are two funding streams. The first, the Local Transportation stream, provides up to \$500,000 to create or enhance service within a region. The second provides up to \$1.5M for "long distance intercommunity transportation."
 - Partnered to retain a consultant to develop a grant application which is due February 28, 2018. We are required to submit conceptual plans for improving community transportation pressures.
 - At this point in time two concepts are being submitted which both have benefits to St. Marys:

(1) re-establishing an inter-regional solution to connect geographic Perth County and external urban areas (London – Kitchener Waterloo corridor). This would be particularly helpful for local employers who seek a reliable labour pool, as both areas have a much larger employee base to draw from.

(2) an intra-county transit system confined to Perth County. If the grant application is successful, the next step is to use grant funds to develop a business case to recommend a preferred model and to determine the details of its operations.

- There must be one lead applicant per granting stream. It is expected that the City of Stratford will support being the applicant for concept #1 and the County of Perth will be the lead applicant for concept #2.
- If the grant application is successful, next steps will be to develop memorandums of understanding between all partners to flush out the details of the partnership and delivery of the project.
- Preliminary reports from the consultants are attached to this report for further information.

Policy Development

- Code of Conduct: First draft of the Code of Conduct substantially complete and a report back to the Strategic Priorities Committee is planned for Jun 19, 2018. The Town's deadline to establish a Code of Conduct has been proclaimed by the Province as March 1, 2019.
- Revised Community Grant Policy: Currently in the research phase of this project. Council has identified this as a priority for completion in 2018 and a report back to the Strategic Priorities Committee is planned for July 17, 2018.
- Library Reserve: Continuing to work with the Library CEO to assist in the development of reserve and trust policies.

Communications and Citizen Engagement

- St. Marys Cement: Met with representatives of CBM and St. Marys Cement to discuss community concerns related to heavy truck traffic, and a proposal to ban turns onto and off of Queen Street in the downtown core.

Land Sales

- 45 Thames Road: Council has passed the necessary by-law to sell this property to the St. James Club 73. A sales agreement is substantially completed with the final terms under negotiation.

Other Projects

- CBHFM Operating Agreement: CAO has provided a response back to the CBHFM on their proposed terms for the agreement.
- Police Service Delivery Review: Final draft agreement approved by Council on February 13, 2018. The Stratford Police Service has agreed to extend the end date of the contract to December 31, 2023 to achieve a 5-year contract. Working towards the transition date of September 4, 2018.

- Town Hall Balcony Renovations: Met with representatives of the Community Players to discuss renovations to the auditorium balcony to improve sightlines for patrons. The Community Players Board has approved the project in principle, and a delegation to Council is planned for March.
- Smart Communities Grant: Have met with Quadro to hear their proposal for St. Marys to partner with the company to provide a submission to this granting program to build-out last mile fibre in St. Marys. The forecasted cost is \$10,600,000 and the company is requesting that the Town front-end some or all of the costs net of any successful grant award.

Human Resources/Payroll

Recruitment

- Completed the recruitment process for a Crossing Guard, Public Works Operator “B”, Part-time Lifeguard and Childcare Supply Staff.
- Currently recruiting for additional Supply staff for the Early Learning Services, a full-time Lifeguard and various summer positions.
- Attended youth employment panel at St. Marys DCVI.

Corporate Training

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

Staff Engagement/STEAM Initiatives

- Currently reviewing our staff recognition practices.
- Mailed out completed employee Compensation Statements in order to help staff understand the total cost of employment.

HR Systems and Processes

- Continuing to update processes and policies to ensure compliance with Bill 148 by attending an Ontario Municipal Human Resources Association workshop.
- Ongoing work on the 2017 Salary Survey. Continuing analysis of the results and determining next steps.

Health and Safety

- Compiling a year over year comparison of all employee near misses, incidents and accidents.
- Reviewing the Early and Safe Return to Work policy.

Payroll

- Completed the T4 & T4A year-end reporting and filed these and their Summaries with the Canada Revenue Agency.
- Completed year-end reporting and filing of Employer Health Tax (EHT)
- Attended a payroll workshop put on by the Canadian Payroll Association regarding Bill 148 and its regulations.
- Waiting to finalize WSIB and Health Care Spending Account (HCSA) year-end reconciliation once reporting documents are received from the applicable providers.
- Working on the balancing and reconciliation of the 2017 payroll clearing accounts.

- Compiling the data for Finance on the 2017 Financial Information Reporting Schedule 80.
- Waiting on InfoHR to provide the updated patch to continue testing the attendance interface with the payroll system.

OUTSTANDING ISSUES AND PROJECT LIST


As above.

SPENDING AND VARIANCE ANALYSIS

None to date.

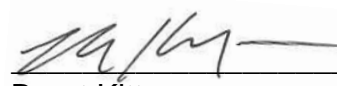
REVIEWED BY

Recommended by the Department



Lisa Lawrence
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Recommended by the CAO



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