

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Administration and Human Resources
Date of Meeting:	27 March 2018
Subject:	CAO 11-2018 March Monthly Report (Administration and Human Resources)

RECOMMENDATION

THAT CAO 11-2018 March 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. Overall goal of the plan is to increase patronage to the PRC, improve the customer experience, and become more efficient in PRC operations. Bi-weekly meetings held throughout March to complete a review of strengths, weaknesses, opportunities and threats to the PRC. Next step is the identification of strategic issues and strategies to move the PRC forward. Working draft of the business plan is in the drafting stage, with a planned presentation of the plan to SPC in May or June 2018.

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: Preliminary internal review to be completed. Staff report to Council is in the midst of being drafted which summarizes staff's due diligence. 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: application submitted February 28, 2018. Funding decision pending.
- Perth Administrators Collaborative Team: Q1 meeting held March 14, 2018. A number of joint initiatives were proposed for consideration in 2018, including: staff training and development, election related activities (candidate information sessions, joint orientation), capital project procurement (primarily public works annual contracts for asphalt, cement, etc.)

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

- Men's Breakfast Club: met with the Wednesday Men's Breakfast club on March 14, 2018 to discuss 2017 accomplishments and 2018 strategic priorities for the Town.
- Coffee with Council: Planning to host the spring 2018 version of Coffee with Council on Saturday April 21, 2018 from 10:00 am – 12:00 pm. For 2018 only one Coffee with Council event is planned to be hosted to ensure that there is no conflict with 2018 Election activities.
- Perth County Accessibility Forum: the 2016 Queen Street Reconstruction project will be featured as a part of the 2018 Perth County Accessibility forum. The forum is April 12, 2018 starting at 8:30 am at the Perth County EMS building. The theme is achieving accessibility in heritage landscapes.

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 review by the respective lawyers.

Other Projects

- CBHFM Operating Agreement: CAO has provided a response back to the CBHFM on their proposed terms for the agreement. Held a conference call with the Board Chair on March 2. Awaiting further information.
- 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 April.
- Long Term Care Beds: The Province has committed to the creation of 5,000 new beds in the next four years as part of a 10-year plan to create 30,000 new long-term care beds. Assisted local operators by providing a letter of support for their applications for additional long term care beds in St. Marys.

Human Resources/Payroll

Recruitment

- Completed the recruitment process for Parks Labourers, Youth and Child Recreation Programmers and Leaders, Summer Reading Coordinator (Library), ELS Supply Staff, Museum Assistants, and an Adult Learning Instructor.
- Currently recruiting for a VIA Attendant and a Public Works Operator C.

Corporate Training

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

Staff Engagement/STEAM Initiatives

- Planning for the 2018 Mayor/CAO BBQ to be held June/July 2018.
- Organizing a wellness “Step” challenge for all Team Members to promote both physical activity and employee engagement.
- Planning the spring 2018 All-Staff meetings as a way to give staff a corporate update and highlight timely topics of interest.

HR Systems and Processes

- Ongoing work on the 2017 Salary Survey. Continuing analysis of the results and working towards the next steps.
- Facilitated the 2017 Annual Performance Appraisals. Introduced a competency based Performance Appraisal for non-management staff at the PRC to compliment and support the Service Excellence pilot program.
- Working with the Fire Prevention Officer and Facilities Supervisor to update the fire safety plan and evacuation procedure for Town Hall with the intention to review and update plans for all Town Facilities.
- Alongside the Fire Chief, prepared and submitted a response letter to the Ministry of Community and Correctional Services regarding proposed changes to the *Fire Protection and Prevention Act* and the potential impact to the Town’s Fire Department.

Health and Safety

- Conducting the annual review and update of the Respect in the Workplace Policy to ensure legislative and internal compliance. Annual review of the Respect in the Workplace Policy during the spring All-Staff meetings.

Payroll

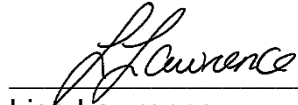
- Completed the WSIB and Health Care Spending Account (HCSA) year-end reconciliation.
- Continuing to work on balancing and reconciling the 2017 payroll clearing accounts.
- Submitted data to Finance for the 2017 Financial Information Reporting Schedule 80.
- Waiting on InfoHR to provide the updated patch to continue testing the attendance interface with the payroll system.

SPENDING AND VARIANCE ANALYSIS

None to report.

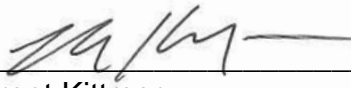
REVIEWED BY

Recommended by the Department



Lisa Lawrence
Human Resources Manager

Recommended by the CAO



Brent Kittmer
CAO / Clerk