

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Administration and Human Resources
Date of Meeting:	24 April 2018
Subject:	CAO 14-2018 April Monthly Report (Administration and Human Resources)

RECOMMENDATION

THAT CAO 14-2018 April Monthly Report (Administration and Human Resources) be received for information.

DEPARTMENTAL HIGHLIGHTS

CAO

Strategic Planning

- PRC Strategic Business Plan: Bi-weekly meetings held throughout April to identify 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

- Perth South (Industrial Servicing): Internal due diligence review completed and presented to Strategic Priorities Committee on April 17, 2018.
- Perth South (Road Funding Request): Correspondence sent back to Perth South Council asking for further details on the specifics of their request. Awaiting reply.
- County of Perth (Road Funding Request): Correspondence received from Perth County CAO requesting a meeting of Heads of Council to discuss St. Marys participation in County road projects located on the fringe of St. Marys. Meeting pending at the time of report.
- Perth County Accessibility Forum: Focus of the forum was "Marrying Accessibility and Heritage". Town of St. Marys was a keynote speaker at the forum on April 12, 2018. Feature was the 2016 Downtown Reconstruction Project: Embracing New Standards in a Heritage Landscape.

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 June 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.

Communications and Citizen Engagement

- 2018 Service Club Meeting: Presentation provided to members of local service clubs and community groups on April 5, 2018. Focus of the presentation was 2018 priorities for the Town, and information relevant to service clubs and community groups.
- Coffee with Council: 2018 version of Coffee with Council hosted 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.

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.
- Park/Thomas Street Lots: Met with the prospective purchasers on April 11, 2018 to review the status of their interest in the lot. A further report to Council will come forward on May 8, 2018.

Other Projects

- CBHFM Operating Agreement: CAO has provided response back to the CBHFM on their proposed terms for the agreement. Held a conference call with the Board Chair on March 2. Working directly with the Director of Operations to prepare information necessary for a further report to Council
- 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. Stratford prefers to transition St. Marys and Perth South on the same date for the sake of efficiency. Have been in contact with Perth South re: the status of their agreement and timelines for approval by their Council.

Human Resources/Payroll

Recruitment

- Completed the recruitment process for a Youth & Child Recreation Program Leader, Museum Assistants, full-time Lifeguard, Program Assistant (ELS), Public Works Operator C and VIA Attendant.
- Currently recruiting for an Educator and Educator Assistant, Supply Staff and part-time lifeguards.

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 the 2018 Mayor/CAO BBQ to be held July 2018 at The Early Learning Centre.
- Organizing a wellness “Step” challenge for all Team Members to promote both physical activity and employee engagement. Challenge runs from April 30 – May 25, 2018.
- Facilitating 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. Report back to Council planned for May/June 2018.
- 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.
- Updating the Incident Report Form to simplify the reporting process for Team Members and still capture all relevant details.
- Reviewing and reformatting the Team Member Handbook.
- Attended the Ontario Municipal Human Resources Association Conference where the focus was Resilience and Well-Being in the workplace.

Health and Safety

- Researching and drafting a Fit for Duty Policy to address the upcoming legalization of Cannabis.
- Arranged for Vicarious Trauma training with LifeWorks for our Volunteer Firefighters and their families to be held May 16, 2018. This is to support the Post Traumatic Stress Prevention Plan that was created in 2017.
- Completed the annual review of the Working in Extreme Weather Conditions – Hot Policy.

Payroll

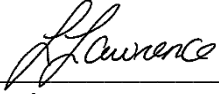
- Balanced and reconciled first quarter 2018 Fire calls and practice compensation
- Preparing for annual step and cost-of-living increases i.e. Equitable Life, wage grid and salary band updates
- Updated InfoHR timesheet templates to create efficiencies in the approval process
- First Quarter 2018 balancing and reconciling payroll clearing accounts

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