

MONTHLY REPORT

To:	Mayor Stratthdee and Members of Council
From:	Administration and Human Resources
Date of Meeting:	22 May 2018
Subject:	CAO 17-2018 May Monthly Report (Administration and Human Resources)

RECOMMENDATION

THAT CAO 17-2018 May Monthly Report (Administration and Human Resources) be received for information.

DEPARTMENTAL HIGHLIGHTS

CAO & Clerk

Strategic Planning

- PRC Strategic Business Plan: Bi-weekly meetings held throughout May to identify strategic issues and strategies to move the PRC forward, with a focus on communication, programming, and customer service standards. First draft of the business plan is finalized and being vetted internally. Planned presentation to SPC on June 19, 2018.

Intergovernmental Relations

- Perth South (Industrial Servicing): further information collected for internal due diligence review. Staff report being drafted for May 28, 2018 special meeting of the SPC.
- Perth South (Road Funding Request): Correspondence sent back to Perth South Council advising of Council's interest to meet and discuss joint initiatives. Awaiting reply.
- UTRCA: Correspondence sent to the Board regarding Council's concerns about Wildwood Dam Operation. Awaiting reply.
- Transportation Grant Funding: Joint application with the County of Perth, and joint application with the City of Stratford both approved. Funding was approved at the following amounts:
 - \$1,452,523 over 5 years to the City of Stratford for the intra-regional transportation option.
 - \$1,886,927 over 5 years to the County of Perth for the inner-Perth transportation option.
 - Next step is for the CAOs to meet on May 23 and discuss a framework for project management and cost sharing to be presented to the respective Councils for final approval.

Policy Development

- Code of Conduct: First draft of the Code of Conduct complete. Meeting of the ad-hoc review committee to be held on May 23 with a presentation to SPC on 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

- Ad-Hoc Committee for Truck Traffic: Meeting held May 10, 2018 to discuss successes to date, current status of initiatives, and CCAHTT outstanding requests. CCAHTT has indicated they prefer to put future meetings on hold until the new term of Council.
- MOECC/PDHU Air Quality Open House: Town facilitated the air quality open house for the MOECC/PDHU on May 15, 2018 with approximately 50 attendees.

Land Sales

- 45 Thames Road: Sale completed, with condition period of the agreement in effect until September 12, 2018. Zoning by-law amendment application has been initiated by the Town and will be considered by PAC on May 28, 2018. Property boundary has also been marked to begin process of removing encroachments.
- Park/Thomas Street Lots: Currently working with legal Counsel to finalize the terms of the Town's response to the request to purchase.

Other Projects

- CBHFM Operating Agreement: Director of Operations has provided necessary details to finalize a proposal back to Council. Currently working to finish the final draft.
- Police Service Delivery Transition: Services agreements for Perth South and St. Marys approved by Stratford City Council on May 14, 2018. Currently working through transition activities.
 - Town: organizing radio antenna upgrades for the new service area, organizing transition communications plan with the OPP dissolution team.
 - SPS: conducting candidate interviews, ordering cruisers and other capital equipment.

Human Resources/Payroll

Recruitment

- Completed the recruitment process for various summer contracts for the Early Learning Services, VIA Attendants and additional part time Lifeguards.
- Currently recruiting for Library Page, a Summer Reading Assistant, Arena Assistants, Head Lifeguards, and a Curatorial Assistant.

- Participating in a Job Fair Hosted by the Town of St. Marys (Economic Development Department), Partners in Employment and DCVI on May 24, 2018

Staff Engagement/STEAM Initiatives

- Planning the 2018 Mayor / CAO BBQ to be held July 11, 2018 at The Early Learning Centre.

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.
- Facilitating departmental meetings to review and update the Town's Responsibility Charts (RASCI's) to capture changes to responsibilities and duties within the organization.
- Drafting feedback to submit to the Ministry of Labour regarding recent amendments to Bill 148 regarding the Holiday Pay calculation. Alongside the external feedback, internally the change will be communicated to staff to keep them informed of legislative changes affecting their pay.
- Reviewing and reformatting the Team Member Handbook.

Health and Safety

- Vicarious Trauma training with LifeWorks for our Volunteer Firefighters and their families (May 16, 2018)
- In the final stages of drafting a Fit for Duty Policy to address the upcoming legalization of Cannabis.

Payroll

- Preparing for annual step and cost-of-living increases i.e. Equitable Life, wage grid and salary band updates
- Preparing 2019 Payroll Budget spreadsheets
- Reviewing RASCI documents with various departments

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