

**Township of South Stormont**  
MONTHLY ACTIVITY SUMMARY  
Chief Administrative Officer



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**To:** Council  
**From:** Debi LucasSwitzer, CAO  
**Date of Meeting:** May 11, 2022  
**Reporting Month:** April 2022  
**Subject:** Monthly Activity Summary - CAO, Economic Development, Communication, Human Resources

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**Work Completed:**

**CAO:**

- Regular meetings with Directors, individually and with Director group
- Regular meetings with Economic Development/Communications and Human Resources/Executive Assistant
- Recruitment processes and interviews for District Chief, Station 1
- Regular meetings with Strategy Corp
- Meeting to review preliminary Development Charges information
- Meeting with residents and Mayor regarding Camino LVS proposal
- Meeting with Directors and Watson & Associates regarding Fees and Charges review
- Meeting with Fire Chief and Dillon Consulting in relation to Fire Master Plan
- Meetings related to onboarding and implementing Human Resources Information System
- Report preparation, writing, review and approval for Council meetings
- Prepare for OGRA Presentation
- Meeting with Camino LVS
- RFP for Service Delivery Review for Water and Wastewater System (Joint with South Glengarry)

**Human Resources:**

- Records Management items for CAO
- Prepared and transmitted assorted correspondence for CAO
- Personnel related items
- HR Policy development and review
- Review and update position descriptions
- Review Health and Safety Forms/Procedures
- Prepare for summer students
- Completed First Aid/CPR Certification
- Interviews for District Chief (Station 1)
- Recruitment for 3 positions
- Employee engagement activity
- Right to Disconnect Policy

## **Economic Development/Communications:**

- Attended Ontario Trillium Fund for new recreation trail in Long Sault
- Preparation for Lactalis North American Press Tour
- Attended Economic Development Working Group meeting
- Developed Municipal Elections web pages
- Met with new EDO of South Glengarry about potential collaborations
- Emergency Preparedness Week information page and contest using Speak Up South Stormont
- Draft lease agreements for Ingleside patios, Ingleside Vendor's Village and Long Sault Farmers' Market
- Draft letter of support for funding application for Tourism Relief Fun submitted by Lost Villages Brewery

## **Work in Progress:**

- Ongoing COVID management activities based on changes instituted by Province
- Onboarding of Summer Students
- HR Policy review
- Recruitment for District Chief – Station 1
- Human Resources Information System (HRIS) Implementation
- Implement Records Management System for CAO Department
- Research/RFP development for Economic Development Strategic Plan
- Township CIP Review and amendments
- Ongoing strategy meetings with Strategy Corp to support Ingleside WWTP and waterfront development
- Discussions with SLPC regarding expansion to Ingleside WWTP
- Assessing considerations regarding office space at 2 Mille Roches Road
- Review assorted RFP's and tender documents prior to release
- Ongoing oversight activities for Municipal Modernization projects and applications
- Camino LVS web page for public information, update as needed
- Ongoing development of values statements and review of performance management program
- Strategic Plan dashboard for website outlining progress
- Development of new lease with St. Lawrence Medical Clinic
- Discussions with business owners regarding patio use in the Ingleside Plaza for summer 2022