

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



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**To:** Council  
**From:** Debi LucasSwitzer, CAO  
**Date of Meeting:** June 8, 2022  
**Reporting Month:** May 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
- 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
- RFP for Service Delivery Review for Water and Wastewater System (Joint with South Glengarry)
- Recruitment for District Chief – Station 1
- Local CAO Meeting
- Affordable Housing Meeting with CAOs of City of Cornwall and SDG Counties
- Development Charges - Stakeholder info session

**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
- Onboarding for Summer Student
- Completed First Aid/CPR Certification
- Employee engagement activity
- Recruitment for Facilities Coordinator and Accounting Coordinator
- Respect in the Workplace Training for new employees

## **Economic Development/Communications:**

- Attended Economic Development Working Group meeting at Counties
- Attended presentation for Citizen Portal, an online application for easily providing relevant and frequently requested municipal information (ie. property tax/utility bill info, waste collection, important news and notices, submitting requests, etc.)
- Participated in demonstration of Voterview, a tool used to registering to vote for the municipal election
- Organized the South Nation Conservation/Raisin Region Conservation Authority Free Tree Giveaway at the Township Office
- Met with potential Regional Incentives Program/Community Improvement Plan applicants
- Created webpages on southstormont.ca and Speak Up South Stormont regarding the proposed Development Charges
- Developed Strategic Plan Dashboard
- Held Emergency Preparedness Week contest on Speak Up South Stormont, over 50 participants
- Filmed, edited, and posted Minute with the Mayor video regarding updates on the low water issues on Lake St. Lawrence

## **Work in Progress:**

- Ongoing COVID management activities based on changes instituted by Province
- HR Policy review
- 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
- 2022 performance management review with employees
- Development of new lease with St. Lawrence Medical Clinic