

Township of South Stormont
MONTHLY ACTIVITY SUMMARY
Chief Administrative Officer



To: Council
From: Debi LucasSwitzer, CAO
Date of Meeting: July 13, 2022
Reporting Month: June 2022
Subject: Monthly Activity Summary- CAO, Economic Development, Communication, Human Resources

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 Directors and Watson & Associates regarding Fees and Charges review
- Meetings related to onboarding and implementing Human Resources Information System
- Report preparation, writing, review and approval for Council meetings
- Interviews for the Service Delivery Review for Water and Wastewater System (Joint with South Glengarry)
- Meetings with Conway Baxter re Kraft Heinz file
- Meeting about RFP for Engineering - Planning Development
- Spring Roads and Facilities Tour with Council
- Local and SDG Counties CAO Meeting
- Meeting with local area CAO and Mayors with N.Quinn (newly elected MPP)
- Annual Performance Review meetings with Departmental Staff and Directors
- Land negotiations meeting
- Review of recruitment materials and determining process for recruitment of Director of Public Works

Human Resources:

- Records Management items for CAO
- Support with employee Performance Review
- Prepared and transmitted assorted correspondence for CAO
- Personnel related items
- HR Policy development and review
- Review and update position descriptions, prepare recruiting and advertising materials for Director of Public Works position
- Onboarding for 3 new staff members
- Employee engagement activity

Economic Development/Communications:

- Attended webinar for Envirionics Community Profile development services.
- Attended Economic Developers meeting with neighbouring municipalities and stakeholders
- Attended webinar for reporting tools for Bang the Table (Speak Up South Stormont website)
- Met with potential Regional Incentives Program/Township CIP applicants to discuss projects
- Monitoring of Speak up South Stormont page for proposed Development Charges
- Discussions with stakeholders regarding potential interest in commuter shuttle to South Dundas/Cornwall

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
- Began development of Development Charges informational pamphlet
- Development of Community Strategic Plan webpages