



To: Council
From: Debi LucasSwitzer, CAO
Date of Meeting: March 8, 2023
Reporting Month: February 2023
Subject: Monthly Activity Summary - Chief Administrative Officer

Work Completed:

- 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
- Meetings related to onboarding and implementing Human Resources Information System
- Report preparation, writing, review and approval for Council meetings
- Land negotiations meeting
- Meeting with consultant regarding Fire Master Plan
- Preparing for Council Budget meetings

Human Resources:

- Records Management items for CAO
- Prepared and transmitted assorted correspondence for CAO
- Personnel related items
- HR Policy development and review
- Health and Safety Meeting with SSFR
- Update Health and Safety Boards at Municipal Garage
- Recruitment of Acting Captains
- Onboarding of 2 full-time employees, 1 student
- Recruitment of Recreation Operator I
- Recruitment of Summer Students

Economic Development/Communications:

- Respond to regular inquires through the Township's social media platforms
- Provide regular updates on the Township's social media platforms
- Discussed Economic Development grant options with Ministry of Economic Development, Job Creation and Trade
- Attended Economic Developers Council of Ontario (EDCO) Conference in Toronto
- Organized and hosted Breakfast Connections event for local businesses at the South Stormont Community Hall
- Met with various potential applicants to CIP and SDG Regional Incentives Program. Expected to have multiple submissions in next intake.
- Attended site tour of Wills Transfer Ltd. in Ingleside and participated in SDG Counties promotional video for facility's opening
- Assisted with preparations for SDG Regional Health Summit event scheduled for March 3

- Began testing website accessibility and PDF remediation software as a potential option to improve Township website and accessibility compliance.

Work in Progress:

- HR Policy review
- Budget preparations
- Ongoing review and update of various job descriptions
- Recruitment related activities for the of Director of Public Works
- Human Resources Information System (HRIS) Implementation with Students
- 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 transfer of lands, expansion to Ingleside WWTP, services from Long Sault water and wastewater systems
- Assessing considerations regarding office space at 2 Mille Roches Road
- Working to finalize new lease with medical clinic
- Water and wastewater operations review
- Services master planning, allocation policy
- Meeting with staff in provincial ministries to further South Stormont priorities related to water, wastewater, economic development pressures and addition of waterfront lands
- 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