

Township of South Stormont
MONTHLY ACTIVITY SUMMARY
Click to Select Department



To: Council
From: Debi Lucas
Date of Meeting: May 10, 2023
Reporting Month: April 2023
Subject: Monthly Activity Summary - CAO

Work Completed:

- Regular meetings with Directors, individually and with Director group
- Regular meetings with Economic Development/Communications and Human Resources/Executive Assistant
- Land negotiations meeting
- Onboarding of Recreation Operator I
- Implementation of electronic timesheets for students
- Recruitment of Public Works Operator (Waste Management)
- Attended and completed EM200 Basic Emergency Management training hosted by the City of Cornwall and Ontario Emergency Management
- Assisted the South Nation Conservation/Raisin Region Conservation Authority Tree Giveaway Day
- Training for Voyent Alert, Emergency Notification Systems for public launch in May 2023
- Meeting with Igloo Building Supplies with SDG Economic Development staff to discuss staffing solutions, incentive programs and grant funding options
- Meeting with Wills Transfer to present Township and County business services, discuss the local community needs and upcoming initiatives
- Attended the Good Roads Conference
- Finalize new lease with medical clinic
- Strategic Planning Session with Director Team

Work in Progress:

- Prepare to welcome 27 Summer Students
- Public Code of Conduct
- HRIS Implementation with Unionized Staff
- Developing Township Recruitment Brand Strategy
- Recruitment of Administrative Assistant for Fire and By-law
- Update to Compensation Review
- Review of Public Works Department Organization
- Research/RFP development for Economic Development Strategic Plan
- 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
- Water and wastewater operations review
- Implementation of Voyant Alert, Emergency Notification System