

Township of South Stormont
MONTHLY ACTIVITY SUMMARY
Chief Administrative Officer



To: Council
From: Debi Lucas
Date of Meeting: December 13, 2023
Reporting Month: November 2023
Subject: Monthly Activity Summary- CAO

CAO Work Completed:

- Regular meetings with Directors, HR Coordinator/Exec Assistant, Communications/Economic Development Coordinator
- Attended CAMA Networking Forum
- RFP 19-2023 Water and Wastewater Services Interviews
- Draft 2024 Budget Presented to Council on November 21, 2023
- Meeting with SDG - CAOs on November 15 & 29, 2023
- Attended Special County Council Meeting (Strategy Corp Advocacy)
- Met with SLPC regarding potential land exchange for services
- Attended meeting with CDSBEO regarding Raisin River Heritage Centre
- Attended meeting with Mayor McGillis, Mayor Townsdale and CAO Fleury
- Attended meeting with CAMINO representatives regarding servicing of property
- Attended meeting with CEO of Ontario Not For Profit Housing Association regarding possible plans for Plan 252

HR Work Completed:

- Onboarded HR Coordinator/Executive Assistant (Contract); and P/T MLEO
- Hired and Onboarded Contract Administrator/Engineering Coordinator
- Ongoing activities for recruitment for Administrative Assistant/Building Technician and Deputy Fire Chief
- Started Grant applications for Summer Student funding

Communications/Economic Development Work Completed:

- Subscribed to new social media management software to improve online communications and organization
- Attended SDG Emergency Management Training Exercise
- Launched redeveloped Building Department webpages to improve resident use and efficiencies
- Met with Emergency Management Program Committee
- Assisted in budget presentation development and communications
- Attended 25th Anniversary Celebration for Habitat for Humanity on behalf of the Township

Delegated Authority Items:

- n/a

Work in Progress:

- Master Servicing Study
- Assessing options/opportunities related to Township owned lands
- Budget preparation planning
- Economic Development Plan RFP
- Ongoing discussions / negotiations SLPC
- Ongoing meetings re: Kraft Heinz matter
- Research/RFP development for Economic Development Strategic Plan
- SLPC land transfer discussions, Ingleside WWTP expansion, Long Sault water and wastewater allocation considerations, Long Sault Logistics Village 401 interchange
- Improve accessibility on Township website