

Township of South Stormont
MONTHLY ACTIVITY SUMMARY
Chief Administrative Officer



To: Council
From: Debi LucasSwitzer
Date of Meeting: January 13, 2021
Reporting Month: December 2020
Subject: Monthly Activity Summary – CAO/HR/Econ
Dev't/Communications

Work Completed:

CAO

- Personnel items re: recruitment, policies, performance review meetings, collective bargaining preparation
- Filed for Conciliator services related to Union bargaining process
- Training, Employment law
- Strategic Planning process, proposals sought, interviews & contract review
- Preparation for Council meetings, reports reviewed & approved
- Directors meetings
- 2020 and 2021 preliminary financial status reviews for year end, budget and Service Delivery Review purposes
- Discussions with consultants regarding Government Relations support
- Doctor recruitment, reviewed virtual setup for recruitment process at McGill University

ECON DEV'T/COMMUNICATIONS

- Attended Regional Incentives Review Meeting to discuss any recommended changes to the program. Recommendations will be brought to County Council prior to budget for consideration.
- Completed Burn Permit Application Form revisions to ensure proper cataloguing of permits issued and trained customer service staff on how to process applications.
- Coordinated the removal of "Upper Canada Region" blade signs on all Hamlet signs throughout Township and replaced with Counties slogan "Where Ontario Began". The United Counties have agreed to pay for this project and will be billed accordingly. Project expected to be completed early January 2021.
- Met with local business owner experiencing difficulties due to pandemic to discuss potential options for property.

- Developed Township and Mayoral holiday messaging for local media and regular Township correspondence, including newspaper columns, radio advertisements, social media interaction and video.
- Attended the Choose Cornwall Year In Review presentation (virtual)
- Participated in Google Analytics webinar
- Attended Regional Communications meeting with neighbouring municipalities.

Work in Progress:

CAO

- Union bargaining process
- Final Job Evaluation process with Union employees for Pay Equity compliance
- Service Delivery Review administration response to recommendations
- Preparatory work for virtual meetings with Ministers during ROMA
- Budget and year end considerations and reviews
- Performance review meetings, approve annual plans
- COVID-19 response, planning, personnel
- HR Recruitment – Financial Analyst

ECON DEV'T/COMMUNICATIONS

- Investigating public engagement software to improve transparency and information sharing. Recommendations to be brought to Council during budget.
- Township CIP review has begun. Public and business consultation and mandated Public Meeting to be held at a later date before being brought to Council for approval.
- Continuous distribution of information regarding provincewide shutdown, affected Township services, recommended COVID-19 safety precautions, etc. while we continue to work through the pandemic.
- Collecting background information to prepare business case for the replacement of the Long Sault Industrial Park signage.