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**To:** Council  
**From:** Debi LucasSwitzer  
**Date of Meeting:** November 10, 2021  
**Reporting Month:** October 2021  
**Subject:** Monthly Activity Summary-CAO, Economic Development/Communications, Human Resources

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### **Work Completed:**

- Regular Directors meetings, individual and collective
- Directors' leadership, values training & follow - up
- Vaccination policy meetings area & County CAO's
- Quarterly CAO meeting
- Council meeting reports prepared and reviewed
- 2 meetings related to Doctor recruitment
- Preparation for Special Meeting Re: Budget
- Reviewing assorted HR and Health and Safety policies
- Avenue 31 meetings re Long Sault Logistics Village
- Training provided to front line employees
- Intake 3 Municipal Modernization grant application related to water systems review to efficiencies, costs, improvement in processes, etc.

### **HR Work Completed:**

- Records Management items for CAO
- Prepared and transmitted assorted correspondence for CAO
- Personnel related items
- Recruitment for three positions
- HR and Health and Safety Policy development and review
- Implementing Vaccination Policy
- Health and safety building inspection
- Review and update position descriptions

### **Communications/Econ Dev't Work Completed:**

- Attended SDG Economic Development Working Group meeting.
- Attended meeting with eSCRIBE to discuss Council webcasting options
- Attended virtual information session on My Main Street grant funding
- Attended Ontario East Municipal Conference (OEMC) virtually and OEMC networking reception in-person
- Attended webinar on increasing voter turnout for municipal elections

- Attended virtual meeting to discuss rollout of FoodCycler pilot program
- Carried out multiple campaigns/projects over Speak Up South Stormont
- Regular communications, including website updates, social media posts, budget preparation communications, etc.

### **Work in Progress:**

- Implementing Vaccination Policy
- Preparation for Employee Recognition Breakfast
- Schedule First Aid/CPR Employee Certification
- Budget preparation, public consultation elements
- Implementing Succession Plan Policy & current process as approved
- Ingleside Medical Clinic, space reconfiguration
- Arena Solar Panel project
- Beaches property, review of consultant report
- Human Resources Planning, organizational development/design
- HR and Health and Safety policies development and review
- Implementation of HRIS software
- Directors' leadership, values training