

Township of South Stormont
MONTHLY ACTIVITY SUMMARY
Chief Administrative Officer



To: Council
From: Debi LucasSwitzer, CAO
Date of Meeting: December 15, 2021
Reporting Month: November 2021
Subject: Monthly Activity Summary-CAO, Economic Development/Communications, Human Resources

Work Completed:

- Regular Directors meetings, individual and collective
- Directors' leadership, values training and follow-up
- Regular staff meetings, HR and Econ Development/Communications
- Quarterly CAO meeting
- Council meeting reports prepared and reviewed
- Research and preparations for Special Meetings re: Budget
- Reviewing assorted HR and Health and Safety policies
- Training provided employees Re: Respect in the Workplace
- Recruitment process for three positions
- Personnel related matters
- Doctor Recruitment meetings
- Discussion with SLPC regarding land transfer
- Meeting with EVB related to options for phasing expansion of Ingleside WWTP expansion and SLPC connections to water and wastewater
- Software demonstrations for HRIS, Records Management & Asset Management systems
- Presentation LSLV
- Personnel Matters

HR Work Completed:

- Records Management items for CAO
- Prepared and transmitted assorted correspondence for CAO
- Personnel related items
- Recruitment/interviews for three positions
- HR and Health and Safety Policy development and review
- Implementing Vaccination Policy
- Review and update position descriptions
- Completed JHSC Certification
- Preparation for Employee Recognition Breakfast
- Attended Municipal Law Seminar – Cunningham Swan

Communications/Econ Dev't Work Completed:

- Budget Communications – Speak Up South Stormont, southstormont.ca, social media, etc.

- Conversation with Recycle Coach to discuss potential improvements.
- Attended Warden's Business Breakfast
- Attended presentation by World Skills about programs to help connect newcomers to jobs
- Met with Regional Incentives Program applicants to coordinate signature of agreements
- Attended virtual Teeny Tiny Summit (rural economic development discussions)
- Carried out multiple campaigns/projects over Speak Up South Stormont
- Regular communications, including website updates, social media posts, budget preparation communications, etc.

Speak Up South Stormont Statistics (as of December 6, 2021)

- 252 registered participants
- November 2021 saw 388 page views from 150 unique visitors
- Top projects in terms of participants (unique visitors to the page)
 - 2022-2024 Budget (88)
 - Share your Big Idea (73)
 - South Stormont Christmas Lights Road Tour (60)

Southstormont.ca Statistics (January 1, 2021 – December 6, 2021)

- Over 56,000 unique visitors to the website, viewing over 228,000 pages
- Average time on site is 2:20
- Top pages viewed on website (outside of homepage):
 - Careers Page: 9,199 visits
 - Recycle Coach (Waste Management Calendar): 8,229 visits
 - Garbage and Recycling: 8,188
 - Contact Us: 6,743
 - Property Taxes: 5,535
 - By-laws: 4,872
 - Council Meetings: 4,670
- Breakdown of device usage
 - Mobile: 49.4%
 - Desktop: 47.4%
 - Tablet: 3.2%

Work in Progress:

- Implementing Vaccination Policy
- Schedule First Aid/CPR Employee Certification
- Budget preparation, public consultation elements
- Implementing Succession Plan Policy & current process as approved
- Recruitment processes ongoing
- Ongoing conversations with SLPC regarding lands transfer
- Ongoing public relations/government relations conversations regarding expansion of Ingleside WWTP
- Ingleside Medical Clinic, space reconfiguration
- Continue to explore emergency notification options

- 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
- Implementation of Records Management Software
- Directors' leadership, values training
- Respect in the Workplace Training Part 2