

**Township of South Stormont**  
MONTHLY ACTIVITY SUMMARY  
Chief Administrative Officer



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**To:** Council  
**From:** Debi LucasSwitzer  
**Date of Meeting:** January 12, 2022  
**Reporting Month:** December 2021  
**Subject:** Monthly Activity Summary – CAO, HR, Communications & Economic Development

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**Work Completed:**

- Regular meetings with Directors, individually and with Director group
- Budget review and preparation for finalization of 2022 budget process
- Emergency Management table top exercise, participated
- Attended various software demonstrations, evaluation and purchase option meetings
- Attended Respect in the Workplace training
- Attended DWQMS Management Review for 2020
- Reviewed and prepared reports for Council meeting
- Attended meeting with Canada Energy Regulator
- Recruitment and employee engagement activities

**HR Work Completed:**

- Records Management items for CAO
- Prepared and transmitted assorted correspondence for CAO
- Personnel related items
- Recruitment of new employees
- HR and Health and Safety Policy development and review
- Review and update position descriptions
- Respect in the workplace Training
- Emergency Management exercise
- Organize employee engagement lunch

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

- Communications with media and the public regarding 2022 Budget
- Attended Emergency Management Team table top exercise
- Attended meeting with United Counties Emergency Management Team about emergency communications
- Recorded and edited Minute with the Mayor video
- Discussed potential for Township archives locations with MP (further discussions planned)

- Virtual meetings with Tourism Oriented Directional Signage (TODS) corporation to begin preparations for design and install of 401 entry signage (further discussions planned. Installation expected Spring 2022)

### **Work in Progress:**

- Ongoing COVID management activities based on changes instituted by Province
- New employee orientation
- Recruitment for Finance Clerk
- Recruitment for Admin Assistant for Parks and Recreation
- HR and Health and Safety Policy review
- Schedule First Aid/CPR Employee Certification
- Human Resources Information System (HRIS) Implementation
- Implement Records Management System for CAO Department
- Implementation of Records Management Software
- FoodCycler marketing preparations, including registration forms and online payment procedure
- Preparations for Spring/Summer Community Guide
- Research for Economic Development Strategic Plan, developing RFP
- Township CIP Review and amendments
- Ongoing strategy meetings with Strategy Corp to support Ingleside WWTP and waterfront development
- Preparatory work for meetings with Ministry representatives ROMA conference
- Discussions with SLPC and Lactalis regarding expansion to Ingleside WWTP
- Assessing considerations regarding office space at 2 Mille Roches
- Review assorted RFP's and tender documents prior to release
- Solar project for Arena
- Ongoing oversight activities for Municipal Modernization projects and applications