



THE CORPORATION OF THE MUNICIPALITY OF KINCARDINE

QUARTERLY UPDATE REPORT

Department: CAO Department

FYI Report Number: CAO General-2023-19

Meeting Date: **Wednesday, July 5, 2023**

The information contained in this report is intended to provide Council with an overview of the activities and operations of the CAO Department for the specified reporting period of April – June 2023 (Quarter 2).

Council Relations/Coordination

The CAO Department continues to provide administrative organization to Council. This includes coordination of calendars, meetings, and event invitations.

With the influx public events and requests for Council to be present at these events, the CAO Department is working on a simplified method where staff, residents and other organizations can request the Mayor's or Council's presence at events or celebrations. Possible options will include an update to webpages and the creation of an online form.

The CAO Department is continuing the training plan that will continue to support Council with training opportunities throughout their term, as was recommended through the Governance Review undertaken by Strategy Corp.

Intergovernmental Relations

The CAO continues to meet with fellow Bruce County CAOs for monthly meetings to discuss partnerships, and other opportunities for specific projects and joint initiatives. In addition, the CAO has been attending Municipal Innovation Council (MIC) meetings as the representative from the Municipality of Kincardine. Some of the key priorities identified by the MIC include:

1. Sustainable Transportation – Electrification of Municipal Fleets Review
2. Building Project Management Excellence: Training Program for Municipal Staff
3. Customer Service Enhancements and Reporting
4. Municipal Inclusivity and Diversity Plan
5. Real-Time Road Condition Reporting Development

These initiatives are being discussed for future potential action by the group. The MIC continues to work on the Smart Beach Initiative, the Food Cyclor Pilot, Ecopia Data Development, and Shared IT Working Group.

Municipal Tree and Natural Vegetation Ad-Hoc Committee

At the request of Council, the CAO and the CAO Executive Assistant drafted the terms of reference for the ad-hoc committee and have been providing support alongside the Director of Infrastructure and Development to assist in the development of a Tree Canopy and Natural Vegetation Policy and a potential by-law related to trees on private property.

Birchwood Trail

The CAO has worked with staff and legal to ensure clear communication about the status of the Birchwood Trail, particularly related to property boundaries.

Mystic Cove

The Municipality of Kincardine plans to host a come and go information session on Friday, June 30th at the Underwood Community Centre from 12:30pm to 3:30pm for residents to gain more information and to share their views about the Mystic Cove gate.

Volunteer Management

Within the 2nd quarter, Staff drafted two volunteer policy options for Council's approval. Following Council's direction to proceed with the implementation of the Option 1 Policy, the CAO Executive Assistant has been completing the necessary duties related to the Volunteer Coordinator position.

Municipal Surplus Lands

The CAO and staff have been working with the County Planning department regarding the creation of criteria that can be used across the County for identifying surplus lands and have been updating the surplus lands policy. In addition to this project, the CAO has been meeting with the County Housing department regarding possible housing opportunities within the Municipality for having additional county housing units within our municipality. Council can expect a report back on the findings.

Department Records Management

The CAO department is working to ensure appropriate document management, including filing according to the approved retention schedule.

The CAO Executive Assistant has received a scanning device and is working on scanning paper copies of documents from the past 10 years onto the Laserfiche server. This will ultimately eliminate physical copies of documents stored within the department. The ultimate goal is to have all files within our department available electronically and not to retain "paper copies" of documents, unless necessary/required. This will be an ongoing initiative within the department.

Training and Conferences

The CAO Executive Assistant attended the AMCTO Conference from June 12-14th. Conferences for staff continue to be excellent learning experiences and networking opportunities with other municipal professionals from across Ontario. In addition, Olivia has completed and received her certificate of completion for the Municipal Accounting & Finance Program offered through AMCTO during this quarter.

The CAO, and several members of Council will be attending the AMO Conference in London, Ontario in August. The CAO is working with the County CAO for delegation information to present at the AMO Conference in August. Educational sessions offered include:

- The Evolving Provincial Housing Framework;
- Opportunities for Energy Innovation;
- Municipal Services Corporations: Experiences in Service Delivery; and
- Connecting Ontario: Update on Ontario's Broadband Rollout.

In addition to the few noted educational sessions listed above, there will also be opportunities for engagement with Provincial Ministers and key government officials. These opportunities are crucial to the Municipality in order to communicate with the upper-level government.

The CAO Department continues to encourage training and conference opportunities for staff to continue with their professional development.

Policy Redevelopment

To date, Municipal Staff have redeveloped 8 policies and created 6 new policies. Upcoming policies produced by the CAO Department for consideration include:

- Section 270 Policies:
 - o Delegation of Authority
 - o Notice to the Public

Staff Relations

The CAO continues to support and assist the Senior Leadership Team, as needed, with various ongoing projects.

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