

# Quarterly Update Report

**Title:** CAO Department 2024 Q2 Update

**Report Number:** CAO General-2024-20

**Meeting Date:** Wednesday, August 28, 2024

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## Introduction:

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 2024 (Quarter 2).

## Quarter 2 CAO Update:

### Council Coordination

Council members were invited to several business recognition ceremonies (new and anniversaries) in the second quarter including:

- Second Wave Boutique
- KnT Pools Ltd
- Vape Prism
- Krene Utility Services Inc.
- Watson Wellness
- Penetangear
- Shoreline Chic~Lakeside Boutique
- Patz Pizza
- Sunset Lounge
- Seashore
- Shakti Rhythm Yoga

This coupled with regular ad-hoc committee meetings such as the Accessibility Advisory Committee, Municipal Tree Canopy and Natural Vegetation Committee, Pier Safety, Police Services Board, SMART, BASWR, and more.

The Mayor, members of Council, and the CAO attended several community and intergovernmental events in the second quarter including:

- Bruce County Housing Forum
- Bruce Power Community Leaders Breakfast
- Kincardine Lion's 50<sup>th</sup> Anniversary celebration
- Home Expo
- National Day of Mourning ceremony
- OBIAA Awards
- Multicultural Celebration
- South Bruce Nuclear Forum

- Bruce Energy Centre deliberations
- “Always Welcome” event
- Atkins Realis and NII Open Houses
- SOIC events
- Kincardine Pride flag raising and parade
- Westario Power Shareholder Meeting
- Strategic planning meetings

Mayor Craig also attended the regularly scheduled Bruce County Council meetings, the CAF Trillium Venture exercise, Board of Health meetings, radio/media interviews, MPP Roundtables, and more.

Council and the CAO also attended regularly scheduled Council meetings, as well as a municipal projects and facilities bus tour in June alongside management.

### **Council Representation Conferences**

- Council was represented at the Ontario Good Roads Association’s (OGRA) annual conference in Toronto in April, alongside members of the Infrastructure & Development team.
- Council was represented at the Canadian Association of Road Safety Professionals (CARSP) Conference in Ottawa in June.

### **Canadian Association of Nuclear Host Communities – Summer Meeting Preparation**

Kincardine and Bruce County are co-hosting the September 6, 2024, Canadian Association of Nuclear Host Communities (CANHC) meeting. Preparations are underway for the day’s agenda.

### **Key Meetings**

The CAO, along with the Mayor and/or key staff, participated in a variety of meetings in Q2, including:

- Canadian Nuclear Safety Commission (CNSC) quarterly meetings
- Bruce Power quarterly meetings
- Ontario Power Generation (OPG) quarterly meetings
- Westario Power
- Bruce Energy Centre (BEC) Lands meetings
- Kinetrics meeting
- MPP, Lisa Thompson

### **Recruitment**

An organizational change occurred in Q2 with the Fire and Emergency Services Department moving under the CAO Department. The CAO, along with HR and an external Fire Chief completed Fire Chief interviews selecting Guy Gallant from South Bruce as the new Municipality of Kincardine Chief started in mid-August 2024.

### **Union Negotiations**

Members of the Senior Leadership and the Management Team have been meeting to negotiate a new collective agreement with the International Union of Operations Engineers (IUOE).

## **Bluewater District School Board - KDSS**

The CAO and staff met with the Bruce County Planner, the BWDSB staff and consultant, and landowners to assist the BWDSB in moving the project forward. The Municipality reiterated its support for the development of a new high school and is prepared to review any applications or permits submitted by the BWDSB for this new build.

### **Policy Review and Redevelopment**

- **Properties/lands deemed as surplus:** The CAO and staff continue to meet with legal counsel to determine a path forward for properties/lands deemed surplus as well as facilities that are no longer profitable nor functional within the municipality. Staff are working with legal counsel to develop recommendations for these lands.
- **Delegation of Authority:** The CAO and staff are in the process of finalizing the Delegation of Authority by-law to bring this forward to Council. Completion of the Delegation of Authority policy will complete the "Section 270" policies required by the Municipal Act.

The CAO department assisted with reviewing, assigning, and updating policies in Q2 including:

- Routine Disclosure & Active Dissemination Policy (LS.04)
- Development Charge Interest Policy (FIN.07)
- Tree Canopy and Natural Vegetation Policy (ADMIN.07)
- Letter of Credit Policy (FIN.05)
- Strategic Asset Management Policy (FIN.06)
- Special Events Policy (REC.04)

A formal procedure for the creation and distribution of new policies throughout the organization has been developed in order to ensure consistency, accuracy, and cohesion.

### **Strategic Planning**

The CAO has been working with Linton Consulting Services Inc. to initiate the strategic planning process. Linton Consulting has met with the Senior Leadership Team for initial planning and discussion purposes. Meetings have been scheduled with members of Council, Management and the Consultant to continue planning and developing the Municipality's strategic plan.

### **Volunteer Management**

Q2 saw a significant influx of special event volunteer applications leading to the first Kincardine Cruise Night event. To date, the Municipality has received the following number of volunteer applicants:

- Trails Maintenance: 36
- Trailblazers: 13
- Beach Blazers: 6
- Special Events: 47
- Welcome Centre: 4

### **Private Tree By-Law**

In Q2, Council adopted the Private Tree By-Law developed by the Municipal Tree Canopy & Natural Vegetation Ad-Hoc Committee, with an implementation date of September 1, 2024.

Staff have been working to develop the administrative process required to implement this new policy. Redbrick Communications has been retained to assist with the education, media, and roll-out of this by-law.

## **Flags**

There were several Flag Raising requests made in Q2:

- Kincardine Lion's Club flag raising for their 50<sup>th</sup> Anniversary Date
  - This flag will now be flown in perpetuity (with replacement flags supplied by the Kincardine Lion's Club as required) at the Lion's Club Splash Pad flagstaff at the Davidson Centre as per the revision to the Flag Protocol Policy approved by Council at the end of March 2024.
- Flags were lowered to half-mast for 3 days to recognize the National Day of Mourning for those injured or killed in the Workplace
  - Per the Flag protocol policy, this is done annually on this date.
- Flags were lowered to half-mast to honour the late Marsha Leggett, former Clerk and Reeve for the Village of Tiverton, and former Councillor for the Municipality of Kincardine, who passed away on May 27, 2024.
- Kincardine Pride Inc. flags were raised on three community flagstaffs in honour of June being Pride Month. The flags were flown for two-weeks, capturing the Pride Parade and Celebration, being lowered prior to Canada Day weekend.

## **Staff Relations and Administration**

- The CAO continues to support and assist the Senior Leadership Team as needed with various ongoing projects.
  - Monthly Administrative Assistant meetings continue to be held to encourage cohesion, alignment, consistency, and effective communication across all departments in the organization. Meetings include presentations, policy review, and department updates.
  - The CAO Department continues to prioritize staff functions, encouraging and fostering an atmosphere of positivity and team cohesion by leading and supporting the social committee in their events and efforts to uplift staff and improve workplace morale.
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