

# 2017 Report Card – Clerk/CAO

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## Introduction

Although this is prepared for my Performance Appraisal, municipal accomplishments are the result of a team effort. The work I complete is either due to the efforts of other municipal employees or because others are competent in their own tasks which allow me the time to complete mine. I would like to thank the staff at HCM for effectively and efficiently doing their jobs. Without that, my job would be so much more difficult.

The employees who make up the team at Head, Clara & Maria generally work excellently together. Occasionally, as in any group, there are miscommunications and misunderstandings. Due to differing personal work practices and habits, people do not always agree with actions taken by others but there has not been anything that we have not been able to work through and overcome with little disruption.

I believe that we as a team have successfully met Council and public expectations over 2017. I would like to acknowledge the efforts of HCM staff and thank them for always giving their all in meeting Council goals.

If there is a negative undercurrent in this workplace, I am not aware of it. I believe that this is because it does not exist. The negative undercurrent within the community; I believe is based

on a lack of understanding of facts and instead based on the spreading of half-truths and outright lies.

I firmly believe that through education, consultation and sincere discussion; amends may be made and this community can move forward on a positive note. I would like to be able to be a part of the solution and am open to suggestions from Council and staff to facilitate that process.

To begin, I am scheduling workshops with Valley EFAP our Employee Assistance Program provider to focus on conflict resolution, dealing with difficult people, bullying in the workplace and team building. They will be scheduled so that all staff can attend and invitations will be forwarded to Council members who are available to attend as well.

## Goals

The following list of goals for 2017 were not specifically amended and updated by Council however events that transpired caused attention to be paid to areas not originally planned. Each was managed in as professional, efficient and effective manner as possible following Council policy, direction, past practise and legislation.

### Goals for 2017:

1. Successfully manage/host Homecoming and Canada Day.✓
2. Successfully manage office renovation and addition.✓
3. Successfully manage – ball diamond improvements, Old Mackey Park improvements.✓
4. Meet regular operational obligations.✓
5. Complete preparatory work for 2018 election.
  - a. **Note – due to the increased workload attributed to the rail corridor issue along with resignations, the need to fill vacant council seats, code of conduct complaints and harassment complaints – aside from attending preliminary training session; little has been done to prepare for the 2018 election.**

### As Discussed during 2016 PA

1. Continue to improve on providing impartial, well researched information to Council in a timely manner.✓
2. Focus on complying with Emergency Management changes, training and updates.✓
3. Focus on complying with Ministry of Energy on reporting. – **still outstanding**
4. Focus on complying with MOE regulations updating all waste management practises, finalizing Stonecliffe transfer and Bissett Creek expansion. – **Bissett has been completed – expansion is being registered; Stonecliffe still in process since 2002 – currently at MNR level.**
5. Finalize processes, policies for recreation, hall use, liquor license, inventory etc. – **near completion**
6. Boat launch improvement project. General components completed.
  - a. Stonecliffe break wall project **still outstanding.**

### Personal/Professional – 2016-2017

1. Certified Municipal Officer Accreditation through AMCTO. – **No further work has been completed on this in 2017 due to work schedule.**
2. Continue to participate in on-going learning opportunities both personal and professional – workshops, webinars, on-line courses, reading.
  - a. **In house – Tony Fleming - Bill 68, Code of Conducts and MCI A – November 2017**
  - b. **AMCTO Workshop – Bill 68 – October 2017**
  - c. **Cunningham Swan – Municipal Legislation Overview – October 2017**
  - d. **AMCTO Workshop – 2018 Elections Training – September 2017**
  - e. **AMCTO Webinar – From Bill 8 – 68 – Part I: Meetings, Policies, Procedures – June 2017**
  - f. **AMCTO Webinar - From 8 to 68 – Part II: Codes, Conflicts and Integrity Commissioners – May 2017**
  - g. **AMCTO in house training – Planning for Non-Planners – April 2017**
  - h. **Completed Research paper for EDMM (Executive Diploma in Municipal Management - Topic – Succession Planning and Business Case for Changes to the Process for Small Rural Municipalities**

### From a municipality perspective goals will include 2016-2017:

1. Attempt to have packages completed by Tuesday at the latest. Difficult when work depends on input from others. Have been meeting Wednesday at noon which is as per the Procedure By-Law. Since September – Friday by 3:00 pm.✓
2. Focus on first things first. Make time for grant applications. Maintain grant workbook.
  - **Workbook not kept up to date.**
  - Grant final reports near completion.✓
3. Make improvements to services, programs and environment to ensure that HCM continues to be a safe, exciting and incredible place to live, stay and play.
  - Schedule semi-annual council/staff meetings to informally discuss issues and opportunities. **Not held due to Council challenges of 2017.**
  - Schedule at least semi-annual public meetings for general “town hall” type discussions. March and September? **Scheduled for 2017. Replaced with council seat appointments and rail bed public meetings.**
  - Ensure that Newsletters are completed every two months on a set schedule. (As per the municipal calendar.) ✓
  - Ensure that staff contributes regularly to Newsletters.✓

### From Strategic Plan 2016-2017:

1. Complete application for expansion of Bissett Creek waste site – 2015 – in progress – nearing completion.
  - **Completed – sent to counsel for registration.**

- **Stonecliffe site – waiting site inspection from MNRF.**
2. Investigate municipal composting–still outstanding. Have located a funding organization which will support innovative waste processes. Completing research.
    - Use available resources – Joe Hall/Service Excellence Group and/or Cambium to compile a list of alternatives. Green Municipal Partnership Fund.
    - **In 2017 – did not have an opportunity to move forward on this issue.**
  3. Maintain website - ongoing✓
  4. Investigating more community recreation/social programs
    - Continue to provide notice of funding opportunities to the Recreation Committee as soon as they have arrived.✓
    - Continue to provide administrative support to the recreation committee. ✓

And of course... “ *to perform such other duties as are assigned by the municipality*”.

#### **Specific Tasks to Complete 2016-2017:**

1. Municipal Alcohol policy review and adoption by Council -**outstanding**

#### **Work completed in Addition to 2017 Goals which required significant attention/time which were not planned or projected!**

1. Project management
  - a. Natural playscape installed
  - b. New play equipment at OMP installed
2. HR Management extra duties for 2017 - hiring
  - a. Summer student
  - b. Hall caretaker
  - c. New rec admin assistant
3. Attempted to maintain health and wellness of myself and fellow employees – need to work on life/work balance to eliminate the accumulation of time in lieu.
4. Resignations and Appointments
  - a. Successfully walked council through proper legislated process required after council member resignations and appointment to fill vacant seats on council.
  - b. Provided candidates with information required to understand their potential new positions and
  - c. Provided new Council members with orientation materials and additional resources.
5. Code of Conduct and Harassment Complaints
  - a. Worked under pressure of unfounded accusations, harassment and frivolous and vexatious code of conduct complaints from members of the public and members of Council.

6. Legal and insurer consultation, research and reporting – time intensive to create accurate reports to Council
  - a. Liability, Snow on Roads issues and the Missing Link Snowmobile Club
  - b. County of Renfrew– Algonquin Trail issues
7. Continued to perform the duties as legislated and outlined in job description with integrity and honesty despite interference, and while under duress and public pressure imposed by members of Council and members of the public.
8. Continued to perform the duties of my employment despite the highly politicized issues specifically, as stated in my job description:
  - *“Provides well researched reports to Council advising on policy development noting various options and administrative and financial implications of those options in areas of municipal jurisdiction.*
  - *Drafts by-laws, policies and resolutions for consideration by Council, conducting necessary research and analysis submitting reports to Council for consideration, amendment and adoption.*
  - *Responsible for researching and reporting to Council on all Planning matters respecting short and long range planning and development policy and the County Official Plan.*
  - *Fulfills duties and obligations of Zoning Administrator under the Zoning By-law and the Planning Act.*
  - *Protects and represents the Municipality’s interests in all business activities and administrative functions.* “

## 2018 Goals

1. Work with staff, this Council and the new Council later in the year to repair the damage that has occurred within the community and at Council over this past year; to encourage a renewed sense of community. Some suggestions:
  - a. Host Council funded social events;
  - b. Implement regular Council/resident meet and greets; breakfasts?
  - c. Canada Day fireworks with full Council attendance?
  - d. Encourage routine council/staff educational workshops
2. Foster an improved working relationship with neighbours
  - a. Attempt to host shared learning workshops and trainings
  - b. Coordinate on elections trainings for candidates and elected
  - c. Work with County staff to effectively manage the Algonquin Trail throughout Head, Clara & Maria
3. Elections
  - a. Update election policy, forms, training materials etc. prior to May 1 as per changed legislation passed in 2017
  - b. Provide information packages to candidates
  - c. Hold elections as required – hire and train staff
  - d. Onboard new Council members and hold an effective orientation
4. Amend Procedure By-Law and others to reflect changes to legislation and Council scheduling – Tuesday night meetings etc.
5. Bill 68 changes
  - a. Hire an Integrity Commissioner and work to update Codes of Conduct and complete public and Council education on the new processes

- b. Council-Staff Relations Policy
  - c. Pregnancy/Parental Leave for Council Members Policy
  - d. Procedure By-Law review – pg. 90
    - i. Open meetings
    - ii. Electronic meetings
  - e. Create forms for declaring pecuniary interest under MCI
  - f. Accountability and Transparency By-Law
6. Bill 148 changes
  7. Work with staff to foster a workplace of excellence
    - a. Encourage continuous learning and education
    - b. Allow employees to take on new challenges and opportunities
    - c. Host workshops to foster self-care and work/life balance
  8. Encourage innovation and cost sharing ideas through education and team meetings
  9. With time and resource limitations, effectively manage new or found projects as they arise
  10. Investigate municipal composting– Begin in 2015
    - a. Use available resources – Joe Hall/Service Excellence Group and/or Cambium to compile a list of alternatives.
  11. Enrolled in AMCTO's Municipal Law Program – 1<sup>st</sup> of 4 semesters
  12. Follow the AMCTO Code of Ethics and Values in all activities

## AMCTO Code of Ethics & Values

Service to the Community	Support to Elected Officials	Service to the Municipal Profession
Promote community well-being	Deliver objective advice to elected officials	Maintain professionalism, integrity and trust
Engage the community in decision-making	Serve elected councils in a dutiful manner	Demonstrate commitment to professional development
Deliver public services effectively and efficiently	Maintain political neutrality	Develop future municipal professionals
Protect the legacy of future generations	Protect the concept of a merit-based public service	
Protect confidential information		

And of course... “to perform such other duties as are assigned by the municipality”.

## **Clerk/CAO Education and Trainings – Ongoing**

See attached Chart.

## **Personal Contributions (Volunteer) – over 110 hours of volunteer time contributed to HCM Community Building/Events and Rec Committee Fundraising**

Volunteer for Recreation Committee and Council events – planning, posters, forms, food and decoration mainly; recruited family members from both in and outside the community to help with various activities and events; especially for Homecoming.

1. Homecoming – volunteered a significant amount of time in researching, planning, decorations, organizing, baking, purchasing, made and donated a number of items for prizes, silent auction and penny sale
2. Trail Side – baking, organizing, forms
3. Wild Game Dinner – baking
4. CWL Christmas party – baking, decorating, purchasing – games for kids, cooking
5. CWL events for Missing Link Snowmobile Club – poker runs, appreciation dinner – planning and organizing including: food purchasing, cooking, baking, serving, cleaning
6. Support for Recreation events – posters, planning, food purchasing/orders, cooking/baking, picking up supplies for bar etc.