

Type of Decision									
Meeting Date	Friday, December 18, 2009				Report Date	Monday, December 14, 2009			
Decision Required		Yes	X	No	Priority		High	X	Low
Direction		Information Only		X	Type of Meeting	X	Open		Closed

REPORT TITLE
Clerk PA Goals 2010 Report #18/12/09/202

Subject: Review of Clerk's performance for 2008-2009 and list of goals for 2010

RECOMMENDATION: None – for information only

Background/Executive Summary:

Goals for 2010 as discussed during performance appraisal December 7, 2009 with Reeve Stewart and Councillor Aiston:

- Refrain from joining debate at Council table (aside from adding new information or reminding Council of the law)
- Create an information booklet on common questions / policies for new residents, visitors etc.
- Update/improve evaluation process and forms for next year's performance appraisals. Complete an evaluation of the grid system and position placement.
- Focus on succession planning for other positions within the municipality – specifically the road super.
- Complete second semester of the Municipal Law Program.
- Complete budget by February 2010.
- Successfully prepare for a run (if needed) an election.
- Continue with formal staff meetings to review policies, discuss challenges and brainstorm for solutions, and overall improve morale.
- To ensure Health and Safety policies are in place for each position/class of position e.g. Office worker, roads crew, etc.

-
- ◆ This list includes the goals set in 2007. The highlights reflect those that were met in 2008-2009;
 - ◆ "During my annual performance appraisal with Reeve Sonnenburg, we discussed the following as my goals/priorities for 2008. Although some modification may be required as a result of unanticipated events, my plan is to focus on the following:
 - Complete the review of the Fire service with public meeting in February.
 - Complete review of Health and Safety policies with a goal to have a specific line item in the budget dedicated to this important item. I have spoken with our Municipal Health and Safety rep and he is willing and able to attend and hold an informal training for our employees in April or May.

- **Employee/HR policies** – they are in need of updating as per the training I received in November of 2007. **Complete a review of our job descriptions**, appraisal policy, grid system and pay equity plan.
 - **Complete our work on Roads – Level of Service, Minimum Maintenance Standards, forms and procedures.**
 - **Finalize our Accountability and Transparency policies under Bill 130 along with our procedure by-law with the assistance of our solicitor.**
 - All except Sale of Land by-law – awaiting response from our solicitor.
 - **Be PSAB compliant by end of 2008. (Training and ground work was completed by 2008 – all work is not completed.)**
 - **Advance the budget process** until we are in a position to adopt our budget each December for the following year (hopefully by 2010) – **goal for 2008 is mid-March.**
 - ♦ Continue to learn and apply knowledge to updating municipal policies and by-laws to make sure that we are compliant with appropriate legislation; I have enrolled in the **Municipal Law Program (completed 1st semester)** to commence February 2008. It is a 4 semester program similar to MAP which I completed this past term. I have yet to receive my grade on the final exam but believe that I did sufficiently well to obtain a pass.”
- Thanks – Melinda

The Reality – December 2009

The unanticipated events led me to be absent for 7.5 months most in 2008 but until February in 2009 at which time I returned with a pinched nerve and spent nearly two months working on and off from home. I was able to work successfully from there and did catch up on a large volume of policy and document review and drafting.

The items highlighted above indicate what I managed to achieve from my original list in 2007. The items below are additional work completed and goals achieved.

1) Updated policies:

- ♦ Code of Conduct
- ♦ Confidentiality
- ♦ Hiring Guidelines
- ♦ Hours of Work & Overtime
- ♦ compensation for Travel & Mileage
- ♦ Special Callout Guidelines
- ♦ Policy on Protection of personal Information
- ♦ Office Procedures
- ♦ Legal Services
- ♦ Vacation/Holiday/Sick leave
- ♦ Policy on Business Expenses
- ♦ Bereavement Leave
- ♦ Force & Purpose of Employment Policies
- ♦ Policy on Accommodation
- ♦ Policy on EAP
- ♦ Policy on Customer Service
- ♦ Policy on Employee Feedback
- ♦ Policy on Insurance Benefits

- ◆ Policy on Training and Education
 - ◆ Tax Write Off
 - ◆ Funeral Tributes
 - ◆ HEALTH & SAFETY/Office Staff Policy
 - ◆ Accessibility plan, policy etc.
- 2) Updated all Job Descriptions with documents that better reflect duties, responsibilities and provide for adequate skills and qualifications upon replacement for any position;
 - 3) Successfully applied for and received grant funding. Completed an Energy Audit of the Municipal Buildings using results to successfully receive funding for facility improvements
 - ◆ Municipal Eco Challenge Fund – Energy Audit
 - ◆ Eastern Ontario Development fund for AMCTO Municipal Management Diploma
 - ◆ HRSDC Enabling Accessibility Funding – new automatic doors and accessible washrooms
 - ◆ Infrastructure Stimulus Funding – lighting, heating, insulation, garage doors
 - 4) Researched and initiated Employee Assistance Program to begin January 2010
 - 5) Improved the level of employee benefits and compensation for all staff, improving morale and performance
 - 6) Improved and maintained web site
 - 7) By-Laws created or updated (2008-2009)
 - ◆ Records Retention
 - ◆ Notice
 - ◆ Accountability and Transparency
 - ◆ PSAB policy
 - ◆ Roads Level of Service and Minimum Standards
 - ◆ Procurement
 - ◆ Procedure
 - ◆ Website Content and Maintenance
 - ◆ Hiring
 - ◆ Streamlined Committee/Council meeting system
 - ◆ Delegation of Council Authority
 - ◆ Updated Honorarium system and meeting compensation
 - 8) Hired Treasurer Trainee to resolve succession planning issues
 - 9) Increased focus on Economic Development and Public Area improvements (Parks)
 - 10) Successfully completed DataCall to obtain funding for our blue box program
 - 11) Review of Disposal Site hours – service for the majority with reduced costs
 - 12) Supervised staff so regular labour issues are no longer being taken to Council (it is not Council's responsibility – staff is now accepting of this)
 - 13) Organized formal staff meeting with training on new policies and accessibility
 - 14) Have formalized contracts and have extended the renewal periods to reduce costs and efforts at renewal – plow; grounds maintenance;
 - 15) Successfully tendered to replace the garage roof;
 - 16) Resolved Fire Service issues realized nearly \$15,000 in revenues from sale of equipment;

Approved and Recommended by the Clerk

Melinda Reith,
Municipal Clerk

Melinda Reith