



FRONTENAC

Minutes of the Corporate Services/ Planning Ec. Dev. Management Meeting February 22, 2018

A Corporate Services/ Planning Ec. Dev. Management Meeting of the County of Frontenac was held in the Bud Clayton Memorial Room on Thursday, February 22, 2017 at 9:00 a.m.

Members:

Susan Brant, Director of Corporate Services/Treasurer (Chair)
Alex Lemieux, Deputy Treasurer
David Millard, Manager of Information Systems
Jannette Amini, Manager of Legislative Services
Barbara McCulloch, Manager of Human Resources
Marco Smits, Communications Officer
Kevin Farrell, Manager of Continuous Improvement
Richard Allen, Manager of Economic Development

Meredith Staveley-Watson, Executive Assistant (Recording Secretary)

Absent: Joe Gallivan, Director of Planning and Economic Development

1. Welcome and Confirmation of the Agenda

- Susan welcomed everyone at 9:05 a.m.

2. Approval of the Minutes

Minutes were approved from the February 1, 2018.

3. Review of Outstanding Action Items

N/A

4. Standing Items

Budget:

Susan lead the following group discussion:

- Should councilor's budget suggestions come through staff's recommendations first and then come to council? Provide context for council's decisions based around budget. Should business plans be submitted and vetted through staff thoroughly to provide council with proper context of these "project proposals" (strategic plan, reallocating budget, and overall goals of council)?

- Staff could prepare background report for new council about the previous decisions made for funding public requests.

- Need for reserve of where funding for public requests so we aren't taking away from reserves for other strategic goals of County budget

- Should not just be "handouts" and attention should be brought to requests that align with already established County goals.

Leadership:

Leadership Team Topic Registrar: Helpful for new Leadership Team members. Does the Senior Leadership Team or other members have topics that they want brought forward? Potential to have brainstorming session at upcoming Leadership Team meeting.

Action: Meredith/Angelique will create TOMRMS page of potential leadership topics for meetings and we will have it as an item on the next Leadership Team meeting agenda.

Action: Meredith/Angelique will add 'Brainstorming Session' on upcoming Leadership Team Meeting agenda.

Training

Governance 101:

- 1) Hicks Morley has a free one day conference for legal discussion.
- 2) Advanced Excel training to be brought forward.
- 3) Accessible document training – to staff and townships. People are not using it.

6. Other Business

Richard lead the following discussion:

- OMCCP: To fund the Active Transportation Plan and whatever is left would be divided between townships for relevant trail type projects.
 - Issue: We cannot flow money to the Townships through this. Townships will need to apply on their own for allocations of \$25,000 per year.
 - Overall Trail Value: It attracts residents, visitors who spend money locally and creates demand for businesses alongside the trail. We need to find capital infrastructure to spend the grant money on.

Kevin lead the following discussions:

- LEAN: Kevin has been working on 20 components of a successful LEAN project which gives us a status of where we are at.
 - Two focus topics: Candidate selection and project selection.
 - Has been working to brand LEAN topics/resources as “Frontenac’s” so when it comes forth to Council it is Frontenac’s LEAN process.
 - Kevin is working towards selecting another black belt and there has been interest. Manager needs to be brought into the selection discussion in order to accommodate the extra workload and potential department work conflict.
- KPI Update:
 - Meetings completed with departments Meeting with Kelly and then re-meeting with departments to finalize the KPIs. We will then ask departments to input the data and the finalize KPIs and the balance scorecard.
 - Red arrow on Excel chart not necessarily deemed bad and staff will be able to speak to them (e.g., grievances, investments).

7. Success Stories

North Frontenac has opened the second phased of their building.

Central Frontenac’s cellphone plans are mirroring the County’s plan which is saving them a lot of money.

Civic Web Portal will be running by the end of March. Need to meet with Marco and David before then to make sure it relates properly to new Website so that we don’t have duplicate work.

8. Date and Time of Next Meeting

April 5, 2018 at 2 p.m. in the Bud Clayton Memorial Room.

Action: Meredith to add Civic Web Portal Update to the April meeting (Jannette).

9. Adjournment

Susan called adjournment at 10:23 a.m.

SUMMARY OF ACTION ITEMS

Action: Meredith will create TOMRMS page of potential leadership topics for meetings and we will have it as an item on the next Leadership Team meeting agenda.

Action: Meredith will add 'Brainstorming Session' on upcoming Leadership Team Meeting agenda.

Action: Meredith to add Civic Web Portal Update to the April meeting (Jannette).
