Office of the CAO

Mandate

Responsible to the Mayor and members of Council, this position administers, plans, organizes, directs, and controls all facets of municipal operations in accordance with established policies, procedures and provincial legislation.

This position serves as the principal policy advisor to Council and administers and implements Council's decisions.

Roles & Responsibilities

➢ The CAO is responsible for all personnel and human resources matters and to mentor, coach and develop staff.

➢ Corporate liaison with other municipalities and levels of government

➢ Direct reports include all Department Heads (5)

Office of the CAO

2022 Objectives and Challenges

➢ **Complete recruitment and hiring of Treasurer by Spring of 2022**

➢ **Conduct Works review with recommendations for the 2023 Collective Bargaining Exercise;**

➢ **Manage the recruitment of a consultant to oversee the hiring process for the new CAO;**

➢ **Oversee new Council orientation;**

➢ **Develop and implement new customer service policy and other HR policies;**

➢ **Continue to work with Development Services on municipal property inventory and providing recommendations for possibilities of divesting, improving or maintaining status quo;**

➢ **Continue to manage COVID in the workplace in concert with Emergency Management Team and Durham Region CAOs**

Office of the CAO

2021 Operating Budget Update

Account	2021 Budget	2021 Forecast	Forecast Variance	Notes
Tax Revenues	$ (10,112,000)	$ (10,250,000)	$ (138,000)	Favourable variance driven primarily by additional Supplementary Taxes and Tax Interest and Penalty

Office of the CAO/Council

2022 Operating Budget

Account	2022 Budget	2021 Budget	Variance	Notes
COVID Support Funding	$ 0	$ 137,000	$ (137,000)	No new funding to support Municipalities has been announced for 2022.
Transfer from Rate Stabilization Reserve	$137,000	$0	$137,000	To fund one time costs • COVID costs • CAO Recruitment • Training
Council Salaries and Benefits	$268,700	$266,766	$1,934	Minimal changes including cost of living, benefits rates and update to severance accrual

Office of the CAO

Questions?