



Subject: CAO Department – Annual Update

To: Council

From: Office of the Chief Administrative Officer

Report Number: 2022-77

Meeting Date: April 26, 2022

Recommendation:

That Office of the Chief Administrative Officer Report 2022-77 be received.

Purpose:

This report is provided to Council as a 'department update' of the Chief Administrative Office and its activities – recent and future.

Background:

Several years ago, Council members requested annual department updates for each City department. The Chief Administrative Officer (CAO) prepares an update along with all other Department Heads, including the Library and Museum which report to their own Boards.

Annual Update Reports will be presented by other City Department Heads over the course of the next several months.

Discussion:

The CAO supervises several direct reports, including all department heads: the Director of Corporate Services, the Fire Chief, the Director of Public Works, and the Director of Development and Legislative Services. In addition to these Directors, the CAO exercise general supervision over the Director of Museum & Culture and the Director of Library Services, although these individuals report to individual boards rather than to City Council.

In addition to the City's Directors, the CAO also oversees the Chief Administrative Office. The Chief Administrative Office consists of the CAO, Communications and Marketing Division, Special Initiatives Division, and Council Services as overseen by the Executive Administrative Assistant to the Mayor & CAO.

This report, and the associated presentation which will be presented to Council at the April 26th Council meeting, focuses on the Chief Administrative Office. The City's Directors will present individual department updates at future Council meetings.

Internal Consultations:

The Chief Administrative Officer has prepared this report and the accompanying presentation to Council in collaboration with the Communications Coordinator, the Manager of Strategic Initiatives, and the Executive Administrative Assistant to the Mayor and CAO.

The subject of completing and presenting the annual reports is the frequent subject of Senior Management Team (SMT) meetings. SMT discusses the content and format of these reports and establishes a schedule to ensure that each department's report is presented to Council in a timely manner.

Financial Implications:

There are no financial implications associated with this report.

Public Engagement:

The Chief Administrative Office continues to focus on positive public engagement, however, there was no public engagement related to this specific report.

Strategic Plan Alignment:

The initiative contained within this report supports the following pillar(s) of the strategic plan:

- Governance: Communications, Engagement, and Decision-Making
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Conclusion:

The Chief Administrative Office continues to pursue the fulfillment of the goals and objectives established in the City's Strategic Plan and seeks efficiency and effectiveness in all aspects of the administration of the City.

Respectfully submitted,

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Report Approval:

All reports reviewed and approved by the Department Director and also the City Treasurer when relevant. Final review and approval by the Chief Administrative Officer.