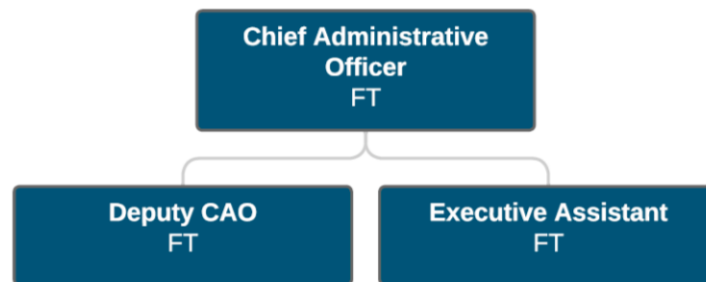


# OFFICE OF THE CAO

## FOCUS

The Chief Administrative Officer (CAO) works with the Council to establish the City's vision, plans, and priorities. The CAO oversees the implementation of the vision, plans, and priorities by ensuring effective policies (including financial policies) are in place and adhered to and by providing leadership that enables an engaged and productive municipal workforce.

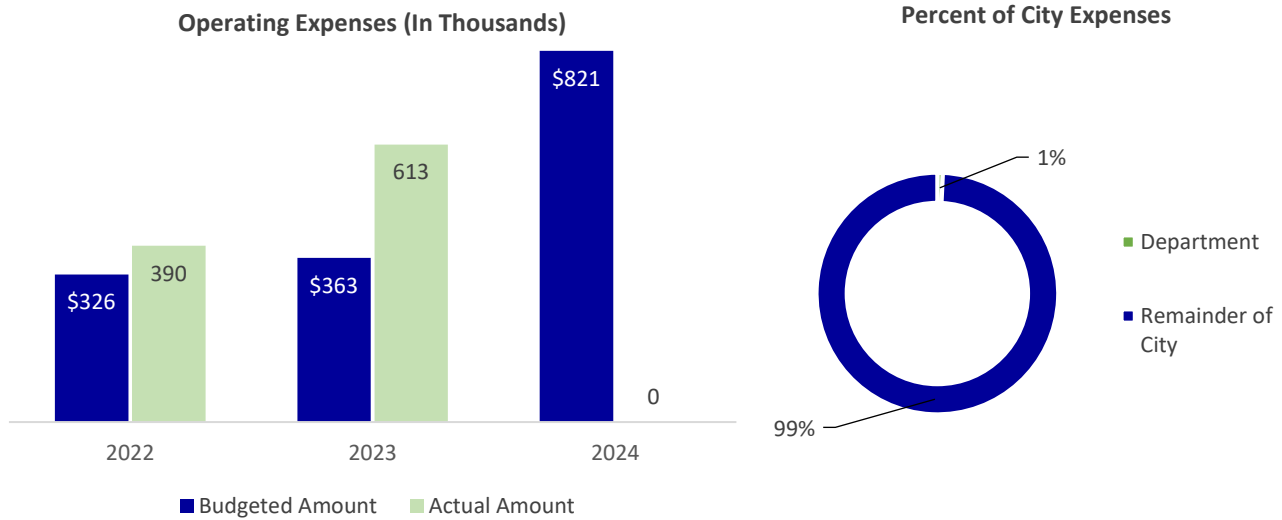
## ORGANIZATIONAL STRUCTURE



## ENVIRONMENTAL SCAN

| Factor                | Impact   |
|-----------------------|--|
| Recruitment/Retention | The migration of staff from the organization has slowed considerably. The local competition for talent is still very prominent for open exempt positions as well as specific skilled unionized positions. Recruiting and retention needs to be a priority for the organization to address.   |
| Climate Resilience    | Addressing the resilience of the organization as it relates to climate change needs to be considered as the City looks at its general operations as well as capital projects. Municipalities need long-term planning and partnerships with other levels of government to be sure they are positioned to react and manage to risks associated with climate change. Planning and partnerships will ensure the organization is resilient and able to deal with challenges that have never had to at this level of government. |
| Employee Well Being   | The City will need to continue to strengthen its culture and show the value of all its employees. The City needs to continue to stay engaged with its employees and create a supportive environment to ensure their well-being. HR will continue to work on mental health and well-being initiatives throughout the organization.  |
| Council Action Plan   | The City has now completed its 2023-2026 council action plan. In early 2023 staff collaborated with the council to craft a new council action plan. The council action plan will remain a driving plan for staff and the allocation of time and resources. Staff will need to understand the resource challenges and plan accordingly, looking at the timelines to deliver the outcomes of the council action plan.  |
| Community Safety      | The revitalization of the downtown area remains a key work item for staff and council. The safety concerns in the downtown area remain an area of focus and the general safety of all individuals is of utmost importance and the organization needs to remain diligent in meeting this challenge head on. This community-wide concern will remain a key focus area for staff as all citizens should feel secure in the streets and in their homes   |

# OPERATING BUDGET



| EXPENSES          | 2023 Budget      | 2024 Budget      | \$ Changes       | % Change      | 2023 Actuals (Dec 1) |
|-------------------|------------------|------------------|------------------|---------------|----------------------|
| Office of the CAO | 363,000          | 820,800          | 457,800          | 126.1%        | 595,590              |
| <b>Total</b>      | <b>\$363,000</b> | <b>\$820,800</b> | <b>\$457,800</b> | <b>126.1%</b> | <b>\$595,590</b>     |

| ALLOCATIONS (TO) / FROM RESERVES | 2023 Budget | 2024 Budget      | \$ Changes       | % Change   | 2023 Actuals (Dec 1) |
|----------------------------------|-------------|------------------|------------------|------------|----------------------|
| Office of the CAO                | 0           | 445,700          | 445,700          | N/A        | 0                    |
| <b>Total</b>                     | <b>\$0</b>  | <b>\$445,700</b> | <b>\$445,700</b> | <b>N/A</b> | <b>\$0</b>           |

| NET REVENUE / EXPENSES | 2023 Budget        | 2024 Budget        | \$ Changes        | % Change    | 2023 Actuals (Dec 1) |
|------------------------|--------------------|--------------------|-------------------|-------------|----------------------|
| Office of the CAO      | (363,000)          | (375,100)          | (12,100)          | 3.3%        | (595,590)            |
| <b>Total</b>           | <b>(\$363,000)</b> | <b>(\$375,100)</b> | <b>(\$12,100)</b> | <b>3.3%</b> | <b>(\$595,590)</b>   |

BREAKDOWN OF BUDGET CHANGES

| Line Item                     | Adjustment Category                     | Nature of Adjustment  | Net Impact to Revenue / Expenses |
|-------------------------------|---|---|----------------------------------|
| Payroll expense               | Labour Increase - Exempt Staff          | Benefit Increase  | (5,000)                          |
| Payroll expense               | Labour Increase - Exempt Staff          | Exempt Policy Increase  | (18,000)                         |
| Payroll expense               | Labour Increase - General               | To Adjust 2024 Exempt Grid and Add New Position                           | 2,800                            |
| Payroll expense               | Departmental Ongoing Adjustment (No DP) | To Add Deputy CAO   | (265,400)                        |
| Payroll expense               | Ongoing Enhancement (Council Approved)  | 2024 Council Approved Resources   | (170,000)                        |
| Other personnel costs         | Departmental Ongoing Adjustment (No DP) | Increase in phone allowance due to additional phone and change in policy  | (1,800)                          |
| Contracted and other services | Contracted Services                     | Inflation   | (400)                            |
| Transfer From Reserve         | Departmental Ongoing Adjustment (No DP) | 2024 Council Approved - To fund Deputy CAO from Downtown Projects Reserve | 275,700                          |
| Transfer From Reserve         | Ongoing Enhancement (Council Approved)  | 2024 Council Approved Resources   | 170,000                          |
| Total                         |   |   | (12,100)                         |