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**CAO's Office**

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**A. Departmental Overview**

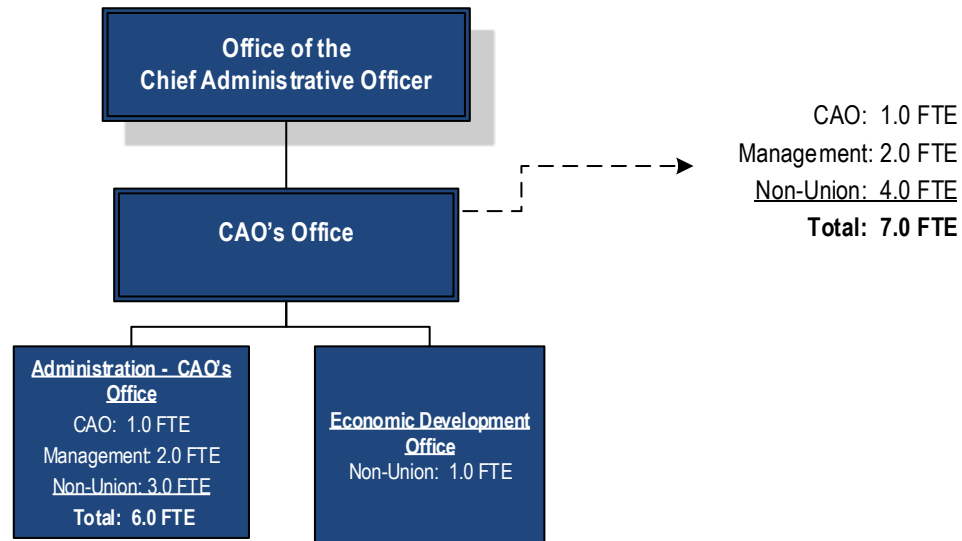
**Mission**

To provide consistent corporate direction and leadership for the planning and delivery of municipal services and the achievement of corporate goals, while encouraging the establishment of processes and procedures that promote accountability to established standards and policies.

**Description**

The CAO works closely with the Mayor and City Council, as well as City Administration through its senior leaders, to ensure Council's goals and objectives are achieved. This is realized by providing strategic leadership to the Corporation, managing the daily operations of service delivery, and leading ongoing improvements with a goal of greater efficiency. The CAO also oversees major City projects and initiatives, contract negotiations and labour relations, and the development, recommendation and implementation of corporate policy. The CAO recommends annual operating and capital budgets as part of the municipality's financial requirements in conjunction with the City Treasurer. As delegated by City Council, the Chief Administrative Officer approves a number of administrative reports, contracts and expenditures on behalf of Council through the Delegation of Authority By-law. The CAO oversees the appointment and employment of all City employees.

**2019 Approved Budgeted Full Time Equivalents (FTE's)**



**B. Budgeted Full Time Equivalent (FTE's)**

*Excludes Temporary / Seasonal Employees*

Division	Position Description	Position Profile	2017 FTE (Approved)	2018 FTE (Approved)	2019 FTE (Approved)
<b>Administration - CAO's Office</b>	Chief Administrative Officer	CAO	1.0	1.0	1.0
	Senior Manager Administration/Executive Assistant to CAO	Management	1.0	1.0	1.0
	Manager of Corporate Initiatives	Management	1.0	1.0	1.0
	Executive Initiatives Coordinator CAO	Non-Union	0.0	0.0	0.0
	Corporate Initiatives Analyst	Non-Union	1.0	0.0	0.0
	Executive Administrative Assistant	Non-Union	3.0	3.0	3.0
	<b>Sub- Total</b>			<b>7.0</b>	<b>6.0</b>
<b>Economic Development Office</b>	Senior Economic Development Officer	Non-Union	0.0	0.0	1.0
	Economic Development Officer	Non-Union	1.0	1.0	0.0
	<b>Sub- Total</b>		<b>1.0</b>	<b>1.0</b>	<b>1.0</b>
<b>Total</b>			<b>8.0</b>	<b>7.0</b>	<b>7.0</b>

**C. Budget Summary by Division**

Division	2016 Actuals	2017 Actuals	2018 Actuals	2019 Budget	2020 Budget	\$ Budget Change	% Budget Change
<b>Revenues</b>							
Administration - CAO's Office	(307,557)	(261,860)	(401,662)	(30,000)	0	30,000	(100.0%)
Economic Development Office	(51,134)	(131,625)	(132,992)	0	0	0	n/a
<b>Total Revenue</b>	<b>(358,691)</b>	<b>(393,485)</b>	<b>(534,654)</b>	<b>(30,000)</b>	<b>0</b>	<b>30,000</b>	<b>(100.0%)</b>
<b>Expenditures</b>							
Administration - CAO's Office	1,417,595	1,282,411	1,440,847	1,170,162	1,197,664	27,502	2.4%
Economic Development Office	51,134	131,625	132,992	144,856	138,556	(6,300)	(4.3%)
<b>Total Expenses</b>	<b>1,468,729</b>	<b>1,414,036</b>	<b>1,573,839</b>	<b>1,315,018</b>	<b>1,336,220</b>	<b>21,202</b>	<b>1.6%</b>
<b>Net</b>							
Administration - CAO's Office	1,110,038	1,020,551	1,039,185	1,140,162	1,197,664	57,502	5.0%
Economic Development Office	0	0	0	144,856	138,556	(6,300)	n/a
<b>Total Net</b>	<b>1,110,038</b>	<b>1,020,551</b>	<b>1,039,185</b>	<b>1,285,018</b>	<b>1,336,220</b>	<b>51,202</b>	<b>4.0%</b>

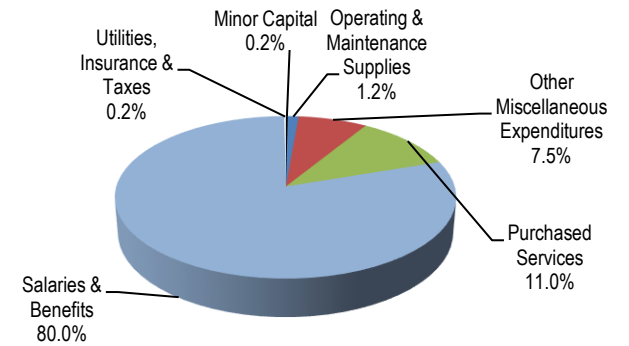
**D. Budget Summary by Major Revenue / Expense Accounts**

GL Category	2016 Actuals	2017 Actuals	2018 Actuals	2019 Budget	2020 Budget	\$ Budget Change	% Budget Change
<b>Revenues</b>							
Other Miscellaneous Revenue	(2,957)	(3,692)	(4,126)	0	0	0	n/a
Recovery of Expenditures	(231,600)	(186,311)	(330,815)	(30,000)	0	30,000	(100.0%)
Transfer From Reserve Accounts	(124,134)	(198,346)	(199,713)	0	0	0	n/a
Transfers From Other Funds	0	(4,936)	0	0	0	0	n/a
User Fees, Permits & Charges	0	(200)	0	0	0	0	n/a
<b>Total Revenue</b>	<b>(358,691)</b>	<b>(393,485)</b>	<b>(534,654)</b>	<b>(30,000)</b>	<b>0</b>	<b>30,000</b>	<b>(100.0%)</b>
<b>Expenditures</b>							
Minor Capital	8,278	2,357	3,011	2,800	2,800	0	0.0%
Operating & Maintenance Supplies	15,669	15,800	27,996	15,613	15,613	0	0.0%
Other Miscellaneous Expenditures	79,891	97,138	88,649	89,447	99,610	10,163	11.4%
Purchased Services	147,455	138,760	130,841	146,982	146,982	0	0.0%
Salaries & Benefits	1,148,985	1,091,689	1,254,436	1,057,875	1,068,914	11,039	1.0%
Transfers to Reserves & Capital Funds	66,721	66,721	66,721	0	0	0	n/a
Utilities, Insurance & Taxes	1,730	1,571	2,185	2,301	2,301	0	0.0%
<b>Total Expenses</b>	<b>1,468,729</b>	<b>1,414,036</b>	<b>1,573,839</b>	<b>1,315,018</b>	<b>1,336,220</b>	<b>21,202</b>	<b>1.6%</b>
<b>Total Net</b>	<b>1,110,038</b>	<b>1,020,551</b>	<b>1,039,185</b>	<b>1,285,018</b>	<b>1,336,220</b>	<b>51,202</b>	<b>4.0%</b>

**D. Budget Summary by Major Revenue / Expense Accounts**

Expenditures

	<u>2020 Budget</u>	
Minor Capital	2,800	0.2%
Operating & Maintenance Supplies	15,613	1.2%
Other Miscellaneous Expenditures	99,610	7.5%
Purchased Services	146,982	11.0%
Salaries & Benefits	1,068,914	80.0%
Utilities, Insurance & Taxes	2,301	0.2%
<b>Total Expenses</b>	<b>1,336,220</b>	<b>100.0%</b>



**E. Budget Issue Summary**

* Issue Detail Page No.	Ref. #	Category	Description	Municipal Levy	Building Permit	Off-Street Parking	Sewer Surcharge	One-Time Funding
	n/a	Salary & Wage	** Departmental Salary & Wage Adjustment	11,039				
1	2020-0216 [A]	Annualization	Pre Approval of 2019 Municipal Association Increases	8,154				
2	2020-0217 [F]	Revenue Reducation	Recovery Removal Related to a Portion of an Executive Administrative Assistant	30,000				
3	2020-0219 [G]	Line Item Increase	Municipal Associations Increase	2,009				
<b>Total 2020 Budget Increase/(Decrease)</b>				<b>51,202</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* Comprehensive explanations and budget line item changes can be found in the "Budget Issue Detail" document referenced in the Issue Detail Page No. column.

\*\* The Contractual/Council Pre-Approved Salary & Wage Adjustments do not include a reference number or issue detail write-ups as these amounts are generated from an in-depth salary development process that is undertaken at the beginning of the annual budget process. All departments develop their salary budgets based on the prior year's approved full time equivalent (FTE) complement, using a zero-based budgeting approach. Any reductions / increases in this line are attributed to the net impact of the department's incumbent changes, annualized step increments and increases resulting from negotiated salary & wage contracts.