



## 2021/2022 BUDGET

CHIEF ADMINISTRATIVE OFFICE  
(CAO's Office)

## **Introduction**

Working with Council, the CAO is responsible for the establishment of the Corporate Strategic Directions for the Township of Oro-Medonte. The Corporate Strategic Directions act as a blueprint for future business planning and budget decisions. Through management and leadership of the Senior Management Team, the CAO provides direction of administration and implementation of the strategic directions and operations of the Township. The CAO manages the execution of Council's directions and decisions and provides recommendations to Council regarding periodic updating of the Corporate Strategic Directions.

### **The Department is comprised of the following Staff:**

- Chief Administrative Officer
- Customer Service Representative
- Manager Human Resources, Health & Safety
- Human Resources Coordinator
- Human Resources/Municipal Law Enforcement Assistant (1/2 FTE)
- EA Mayor, Council & CAO

### **The CAO's Office provides the following services:**

- Mayor & Council Support
- Leadership & Strategic Initiatives
- HR
  - Recruitment
  - Compensation, Benefits & Employee Recognition
  - Labour and Employee Relations
  - Performance Management & Employee Development
  - Health, Safety & Wellness

### **2020 Major Accomplishments:**

- Oversight and Leadership during Township's Declared Emergency
  - Emergency Operations Centre (EOC) Director;
  - Weekly EOC meetings

- Weekly updates with Provincial representatives, Simcoe Muskoka District Health Unit Medical Officer of Health and County CAO's;
- Pandemic Contingency Planning
- Ongoing review of Staff Deployment
- Elevated focus on communications, updating Council, Staff and members of the community on actions taken to address the Declared Emergency;
- In person meetings moved to Digital Platform in all areas of organization;
- Oversight and leadership in Service Level Review(s)
- Initiated with Mayor and Council, enhanced focus on the governance role for the Elected Board of Directors;
- Continued oversight as the Owners Representation in the Drinking Water Quality Management Program;
- Provision of on-going communication updates to Council regarding the status and measures taken to resolve legal & risk management issues;
- Enhanced issues management/communications support on strategic issues, including preparation of media briefing packages, media scrums and public fact sheets;
- Policy & procedure development addressing Pandemic Contingency Planning and staff deployment requirements;
- Proactive labour management relations and relationship management, weekly update meetings;
- Enhanced H&S updates to Joint Health & Safety Committee;
- Workwell Audit/assessment – project plan
- Provided ongoing Human Resources support to Departments within Corporation.

### **Significant challenges for 2021/2022:**

- Continued oversight and leadership through Township Declared Emergency and COVID-19 Pandemic
- Implementation of ERP and software enhancements for various department applications
- Ongoing dialogue with Horseshoe Valley/Craighurst development community regarding the Water/Storm Water/Wastewater Master Servicing Study;
- Investigation of sustainable User Fee Systems for Storm Water:
- Oversight of implementation/operation of the Municipal Service Corporations;
- Corporate Senior Management Succession & Long Term Staff Planning;
- Update Corporate Scorecard to monitor activities and impact (2021);
- Refinements of Issues Management process;
- Ongoing Orientation/Training program for Council;
- Initial framework and development of performance management program implementation for Bargaining Unit staff;
- Develop corporate wide training calendar;
- Implementation of new Payroll/HRIS software and programs;
- Ongoing development of Health and Wellness programs;
- Update and Review Recruitment & Orientation Programs;

- Voluntary Work Well Audit project plan implementation;
- Retirement of Human Resources Coordinator
- Ongoing Corporate recruitment;

**2021/2022 Budget Impacts:**

- 2021/2022 salaries for all departments are reflective of a general cost of living adjustment and year over year benefit provisions, consistent with contractual obligations;
- 2022 .5 FT HR/MLE Assistant to full FTE Human Resources/Health & Safety Assistant
- Increase to Human Resources Reserve

**Township of Oro-Medonte  
Operating Budget 2021//2022**

CAO's Office	A	B	C	D	E	VARIANCES Increase / (Decrease)			Variance Explanation Number
	2020 Original Budget	2020 Adjusted (COVID-19) Budget	2020 Projection	2021 Budget	2022 Budget	2020 Projection vs 2020 Adjusted Budget (C - B)	2021 Budget vs 2020 Original Budget (D - A)	2022 Budget vs 2021 Budget (E - D)	
	Salaries & Benefits	726,499	726,498	749,689	738,316	800,397	23,191	11,817	
Administrative	252,230	182,230	142,007	119,310	116,310	(40,223)	(132,920)	(3,000)	2
Labour & Employee Relations	45,000	45,000	35,048	45,000	45,000	(9,952)	-	-	3
Performance Mgmt, Employee Development	33,000	33,000	36,398	33,000	33,000	3,398	-	-	4
Health, Safety & Wellness	23,550	18,550	10,854	23,550	18,550	(7,696)	-	(5,000)	5
Compensation, Benefits & Employee Recognition	33,680	33,680	39,343	38,500	52,200	5,663	4,820	13,700	6
Human Resources Reserve	-	-	215,000	-	-	215,000	-	-	7
Recruitment	12,500	12,500	8,666	12,500	12,500	(3,834)	-	-	8
Less: Costs Funded from Reserves	(93,000)	(93,000)	(208,000)			(115,000)	93,000	-	9
<b>Total Tax Levy Requirement</b>	<b>1,033,459</b>	<b>958,458</b>	<b>1,029,005</b>	<b>1,010,176</b>	<b>1,077,957</b>	<b>70,547</b>	<b>(23,283)</b>	<b>67,781</b>	
<b><u>Variance Explanations:</u></b>									
	1	2022 - Human Resources Assistant from 1/2 FTE to FT							
	2	2020 - Consultant Fees lower than anticipated 2021 - Projects substantially completed in 2020							
	3	2020 - Legal Fees lower than anticipated							
	4								
	5								
	6	2022 - Increase due to Planned Confidential Human Resources Project							
	7	2020 - Increase to Human Resources Reserve							
	8								
	9								