



Staff Report

Report To: Mayor Cole and Members of South Huron Council

Meeting Date: April 18, 2017

From: Dan Best, Chief Administrative Officer

Report: CAO 17.18

Subject: CAO Workplan

Recommendations:

That the memo of Daniel Best, Chief Administrative Officer dated April 18, 2017, 2015 regarding the establishment of a CAO Workplan be received;

And that Council will establishing priorities for the upcoming 2017-18 period through a Committee of the Whole meeting on April 24, 2017;

And that the establishment of Council priorities will assist in the development of the CAO Workplan;

And that a formal quarterly reporting and monitoring be established effective for the second quarter of 2017 that will assist Council in the review and monitoring of Council priorities and the CAO Workplan;

And that the Council Priorities, Implementation Schedule, Reporting and CAO Workplan is posted on the Municipal website

Purpose:

Council Approval

Background and Information:

The Municipality of South Huron Corporate Strategic Plan 2015-19 provides a framework to assist Council, Staff and the greater community for decision-making within the term of this Council. Although, the Plan extends into 2019, the incoming 2018-22 Council will need to review and validate the plan early in its mandate to ensure that legislative requirements, infrastructure, services and community needs are balanced moving forward.

In early 2017, Council members were briefly introduced to the idea of a goal setting workshop to assist in the development of strategic priorities to validate the existing strategic plan and determine key priorities for the balance of this term.

It should be noted that the Council Priority Setting is critical to assist in the development of the CAO Workplan and resulting Departmental Workplans. It should be noted that these priorities are in addition to the “day to day” operations of the Municipality.

Attached as an Appendix to this report are proposed Council and Administrative Priorities. In preparation of the April 24, 2017 Priority Setting Workshop, both Council and Senior Staff will be asked to provide any priorities that may not be on the document at this time. Through two separate “dotmocracy” processes, both Council and Staff will identify key priorities, goals and objectives for the 2017-18 period. Upon negotiating what is achievable from a Council and Administrative perspective, Council priorities will be established and a CAO Workplan will be developed and approved by Council.

Link to the Strategic Objectives:

Section 6.2.2 of the Municipality of South Huron 2015- 2019 Strategic Plan identifies key priorities and strategic directions. The following elements are supported by the actions outlined in this report:

- ✓ Administrative Efficiency and Fiscal Responsibility
- ✓ Increased Communications and Municipal Leadership
- ✓ Transparent, Accountable, and Collaborative Governance

Legal Implications:

There are no legal implications as a result of the actions outlined in this report.

Staffing Implications:

There are no staffing implications as a result of the actions outlined in this report.

Financial Implications:

There are no financial implications as a result of the actions outlined in this report.

Attachments:

DRAFT Proposed Council and Administrative Priorities

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Dan Best'.

Dan Best MPA, BA
Chief Administrative Officer