

Administration Department

Council Orientation

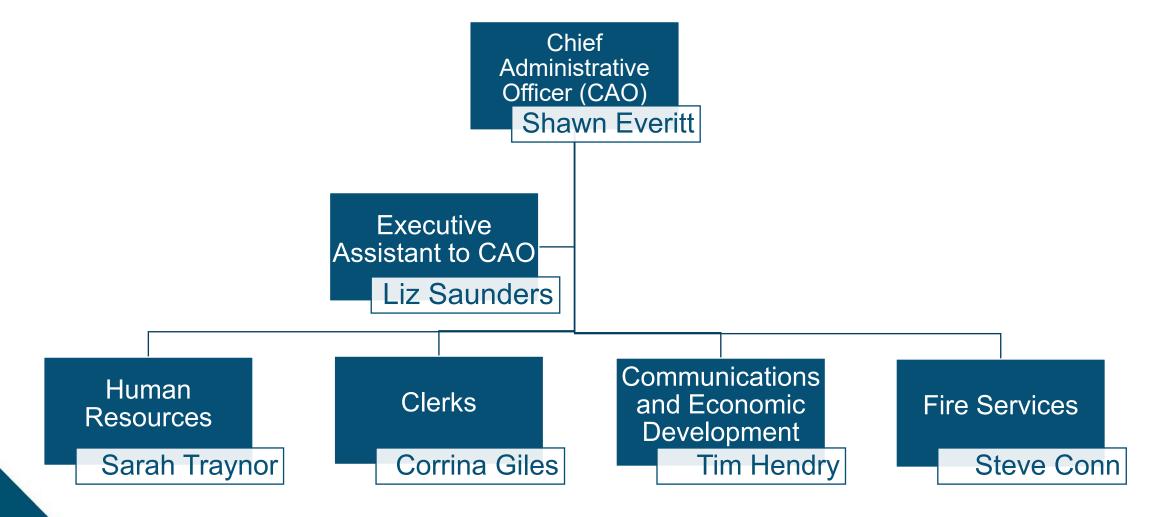
Who We Are

Corporate Video

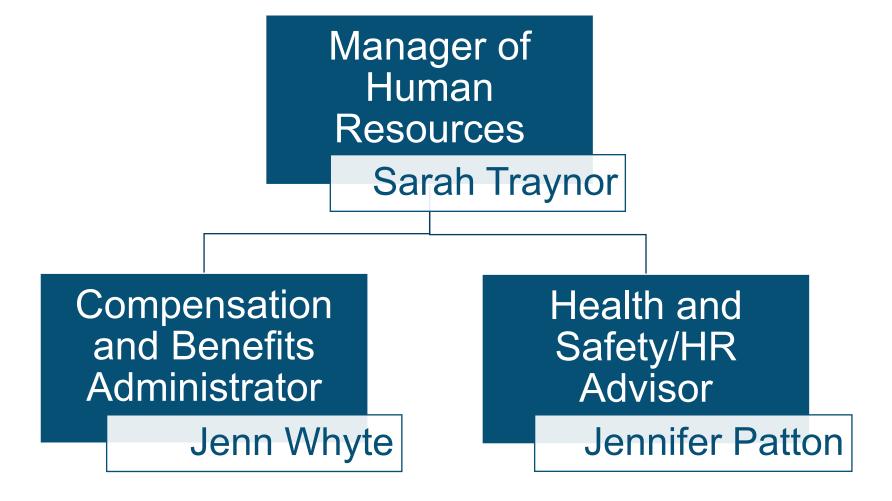


Department Structure

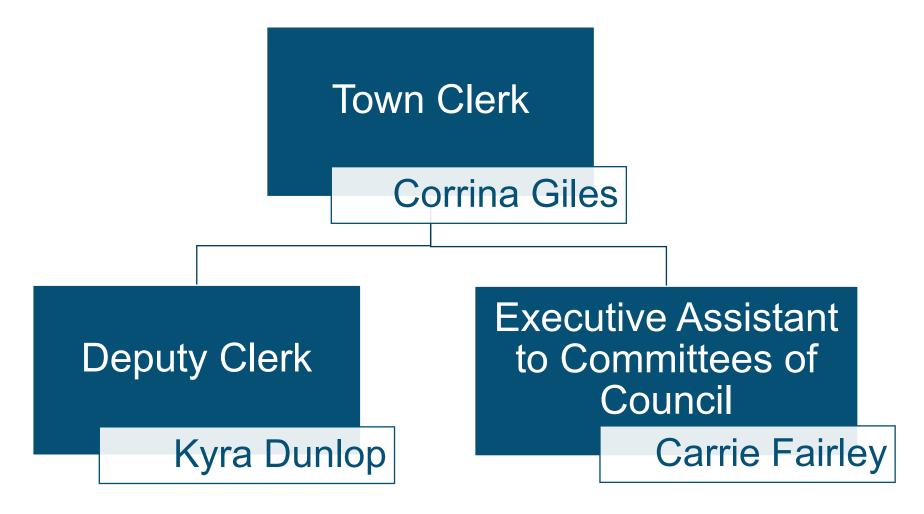
Administration



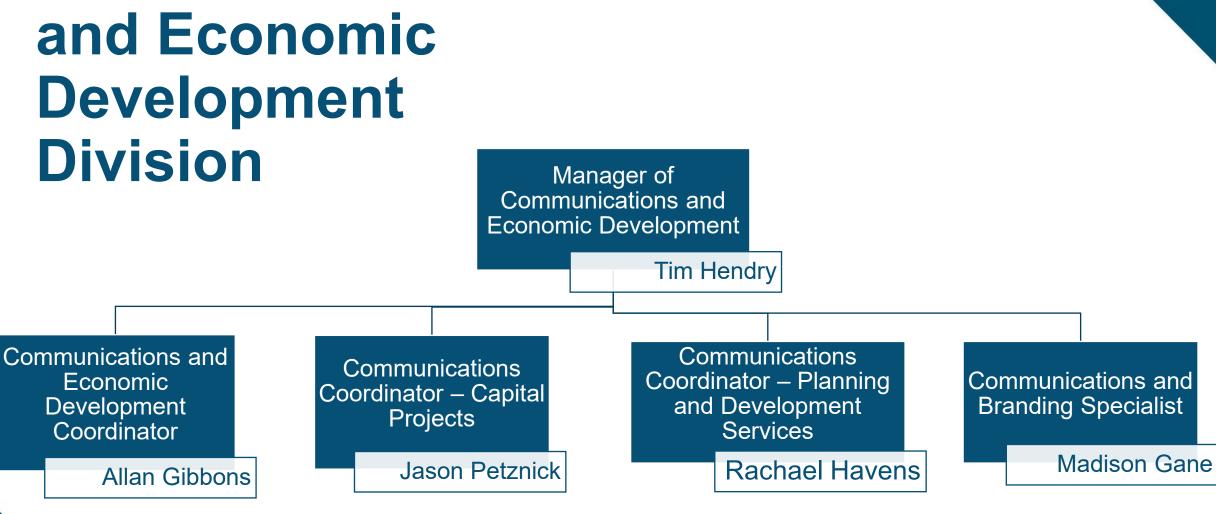
Human Resources Division



Clerks Division



Communications



Key Projects

Key CAO Projects for 2023

- Community Campus of Care (125 Peel Street)
- Corporate Organizational Structure Review
- Building Relationships Amongst Staff
- Building Relationships Amongst Staff and Council

Staff and Council Relationship

- Council Staff Relationship Protocol Policy POL.COR.19.02
- Council Communication with Staff Flow Charts

Council to Staff Communication Flow Chart

Council member emails their question to CAO and Mayor (CEO) (copies all of Council)



CAO and Mayor determine the most appropriate and effective next steps



CAO emails the question to the appropriate staff member

(copies all of Council)



Email questions to staff are not to be debated or facilitate online discussions between Council members



Follow up questions regarding the information provided must be emailed to the CAO and Mayor



Staff member emails the requested information to the CAO

(copies all of Council)

Committee Chair to Staff Communication Flow Chart

Committee Chair emails their question to Department Director (copies CAO)



Department Director communicates directly with Committee Chair



Questions/requests that extend beyond the Department Directors need to copy the CAO



