

Subject: Council-Staff Relations

Report to: Regional Council

Report date: Thursday, April 25, 2024

Recommendations

1. That this report **BE RECEIVED** for information.

Key Facts

- The purpose of this report is to update Council on the role of the Deputy Chief Administrative Officer (DCAO) and delineate the responsibilities of the office from the Chief Administrative Officer (CAO) role.
- The DCAO position was approved by Council in 2023 and the position was filled on November 1, 2023.
- The DCAO oversees The Office of the Regional Clerk, Strategic Communication and Public Affairs and Government Stakeholder Relations.
- The DCAO provides strategic advice to the CAO, acts as a liaison on behalf of the CAO between the Office of the Regional Chair and the Corporation and works in partnership to resolve a wide range of issues that are often highly sensitive and confidential in nature.
- Additionally the DCAO is the lead on the GO implementation initiative.

Financial Considerations

There are no financial considerations associated with this report.

Analysis

In delineating the roles between the CAO and DCAO it is important to note that both roles are focused on finding efficiencies in the organization while enhancing services for the public and Council. In doing so the CAO is the people leader and head of the corporation and concentrates on the implementation of Council strategic priorities, relationships with the 12 area municipalities, provincial ministries and large institutions including but not limited to Brock University, Niagara College, Niagara Health System,

Niagara Regional Police and Niagara Regional Transit. The CAO also liaises with outward facing organization like the Greater Niagara Chamber of Commerce, Sport Niagara and various community associations.

Conversely, the DCAO focus is more on enterprise or inward facing activities and programs. This includes multi departmental initiatives like departmental reorganizations, policy creation and implementation and various projects like the upcoming new website implementation. The DCAO also provides sponsorship or membership on internal committees and teams including but not limited to Building Utilization, Security, Asset Management, Health and Safety and Council Strategic Priority Teams.

Both the CAO and DCAO provide support for Council in the form of advice or information as required. The CAO is the main contact for concerns or questions on policy, advocacy, governance and Department work plans and programs. Smaller issues or Council requests regarding which department or director to contact on a given issue or where to get answers to citizen queries, should be directed to the DCAO. The DCAO department is set up to coordinate queries of this nature and ensure items are actioned and completed using a follow up tracking system managed by the Department Executive Assistant.

Alternatives Reviewed

No alternatives were considered at this time but it is worth noting that the DCAO function will expand as required to adapt to legislative changes or reorganizations to ensure the corporation is flexible enough to adapt to a changes.

Relationship to Council Strategic Priorities

The DCAO position supports the Council Strategic Priority of Effective Region by aiding service effectiveness for both staff and Council.

Ron Tripp, P.Eng.
Chief Administrative Officer

This report was prepared in consultation with Dan Carnegie, Deputy Chief Administrative Officer.