

**Township of Southgate
Administration Office**

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Staff Report CAO2020-069

Title of Report: 2020 Southgate CAO Work Plan and 2021 Goals Report

Department: Administration

Council Date: November 4, 2020

Council Recommendation:

Be it resolved that Council receive staff report CAO2020-069 as information.

Background:

As part of the CAO's performance review process, the CAO developed a 2019 Southgate Operations Work Plan for Council to use as a tool to measure results and staff performance.

The annual Southgate Operations Work Plan is a document that maps out the year's management work plan and departmental goals for the municipality. This is a plan to provide guidance and may need to be altered as we progress through the year. New priorities or an economic slowdown may necessitate the plan or goals to be adjusted. In addition, department heads and the CAO each develop monthly staff level work plans that focus efforts on the strategic issues within the Southgate Community Action Plan, as well specific issues and important projects to support continue progress on issues.

The goal of this Operations Plan is to map out an annual plan and build on the results in some cases from the past year or to initiate new project plans in support of the end goal.

Staff Comments:

The following is the list of the CAO's Work Plan documents for 2020 and 2021:

1. CAO Reporting out on 2020 Goals – See Attachment #1 included in this staff report.
2. 2021 CAO Work Plan Short and Long Term Goals – See Attachment #2 included in this staff report.
3. 2020 Update on the 2019-2023 Community Action Plan Progress – See Attachment #3 included in this staff report and was previously presented to Council in the October 7, 2020 meeting agenda as a CAP report.

Financial Implications

The financial impact of this report is already in the 2020 operational and capital budget as approved. The 2021 work plan will need some budget considerations in 2021.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

Concluding Comments:

1. That Council receive this staff report as information for the 2020 CAO review process.

Respectfully Submitted,

CAO approval: Original Signed By

Dave Milliner – CAO

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- Attachment 1 – CAO Reporting on 2020 Goals
- Attachment 2 – 2021 CAO Work Plan Short and Long Term Goals
- Attachment 3 – 2020 Update on the 2019-2023 Community Action Plan Progress