CAO Mandate Letter

April 2024 – October 2025

Serving as an advisor to Council, the Chief Administrative Officer provides timely, accurate, and relevant advice, and leads the municipal organization in carrying out the strategic direction and policy decisions of Council.

Serving as administrative head, the Chief Administrative Officer leads the municipal organization with a high standard of moral and ethical awareness, demonstrates good and fair judgement, empowers employees, fosters and develops a trusting and innovative culture, promotes transparency, adopts best practices, ensures fiscal responsibility, and safeguards municipal assets.

Serving as community liaison, the Chief Administrative Officer interacts with Town residents, business operators, ratepayers, visitors, and other stakeholders, providing positive interaction, building trust, responding to inquiry, and ensuring ongoing and effective communications.

Specific Goals set to move priorities identified by Council forward,

Council Priority No. 1	Strategic Alignment	Goal
Public safety, crime reduction and impacts of homelessness	✓ Strong, Safe and Connected Community ✓ Environment in which people want to live, ✓ Robust and sustainable economy	1(a) Increase community safety through re-establishment of accredited CPO program. 1(b) Explore alternative options for community policing. 1(c) Increase community safety through participation and promotion of Project Capture.

Council Priority No. 2 Asset management, infrastructure, environmental master plan	Strategic Alignment ✓ High functioning local government ✓ Environment in which people want to live, ✓ Robust and sustainable economy	Goal 2(a) Present a strategy to produce an Asset Management Plan. 2(b) Position TPR to qualify for future green energy grants or like funding.
Council Priority No. 3 Communications and collaboration	Strategic Alignment ✓ High functioning local government ✓ Robust and sustainable economy	Goal 3(a) Increase Council engagement with residents and ratepayers. 3(b) Improve social media presence. 3(c) Launch attractive municipal website, simple to navigate, reduces red tape, and interesting with current and informative content. 3(d) Increase public awareness of Council's role and responsibility, municipal departments, operational costs, and capital needs through storytelling. 3(e) Collaborate with regional partners to advance nuclear host region initiative.

Council Priority No. 4 Economic development, financial austerity, stabilize mill rate	Strategic Alignment ✓ Robust and sustainable economy ✓ Environment in which people want to live, ✓ High functioning local government	Goal 4(a) Complete utility rate modeling for 2025 budget and 2026-29 operating plans. 4(b) Increase affordable and desirable housing options available in TPR to better meet the needs of our current and future workforce. 4(c) Research, evaluate and recommend taxation, building, and demolition incentives geared to stimulate residential development and improvements. 4(d) Identify retail and industry service gaps in TPR for business development and attraction. 4(e)Explore alternate revenue sources.
Council Priority No. 5 Governance, programs & services, culture	Strategic Alignment ✓ Robust and sustainable economy ✓ Environment in which people want to live, ✓ Strong, safe, and connected community ✓ High functioning local government	Goal 5(a) Update Procedural bylaw, Council and CAO Code of Conduct bylaws, Purchasing Policy, and Local Preference within the Purchasing Policy. 5(b) Ensure TPR is prepared to intake nomination papers as of

		January 1, 2025, and hold an efficient municipal general election October 20, 2025. 5(c) Modernize out-of-scope job descriptions and pay ranges to align with current roles and responsibilities, as recommended in the Organizational and Compensation Review. 5(d) Location for future events or cultural centre development within TPR, identified.

Elaine Manzer, Mayor

Barbara Miller, CPA, CGA, CLGM
Chief Administrative Officer