



MUNICIPALITY of the
COUNTY OF KINGS

Office of the CAO

- ✓ Legislative Support
- ✓ Administration
- ✓ Strategic Planning

Focus Points as of Fall 2024:

- Municipal Council orientation and transition
- Records Management instruction and support
- Freedom of Information and Protection of Privacy (FOIPOP) administration
- Council and Committee of the Whole meeting packages and minutes
- Policy review, renewal and development
- By-law development and updates
- Organization charts and work plan approvals
- Strategic Plan development sessions
- Committee recruitment and Council appointments
- New Records Management system and processes
- Meeting scheduling and administrative support
- Election management and review
- Strategic Projects management

Ongoing projects:

Development of 2024-2028 Strategic Plan, Meadowview Community Solar Garden modelling and engagement, Intermunicipal Service Agreements (Kings Transit and Valley Waste refreshes), Regional Sewer Treatment Plant support and Committees of Council Terms of Reference



Legislative Support

Policy/By-law Research, Development, Analysis and Maintenance, Council and Committee resourcing/support



Administration

Part II Municipal Government Act, Daily Operations, Directors, Municipal Clerk duties, Human Resources support, Records Management



Strategic Planning

Strategic Plan development, Work Plans development, management and evaluation, Special Projects, Key Strategic Priorities, Core Program Enhancements, Public Engagement