



# Office of the CAO

Elaine Baxter-Trahair, CAO

Finance & Administration  
Committee Orientation  
January 17, 2023

# Office of the CAO

**Elaine Baxter-Trahair**

**Chief Administrative Officer**

**Sandra  
Austin**

**Director  
Strategic  
Initiatives**

**Alison  
Burgess**

**Director  
Communications  
and Engagement**

**Allison  
Hector-  
Alexander**

**Director  
Diversity,  
Equity and  
Inclusion**

**James  
Kilgour**

**Director  
Durham  
Emergency  
Management**

**Jason  
Hunt**

**Director  
Legal  
Services**

# Strategic Initiatives Division

Five areas of Strategic Initiatives:

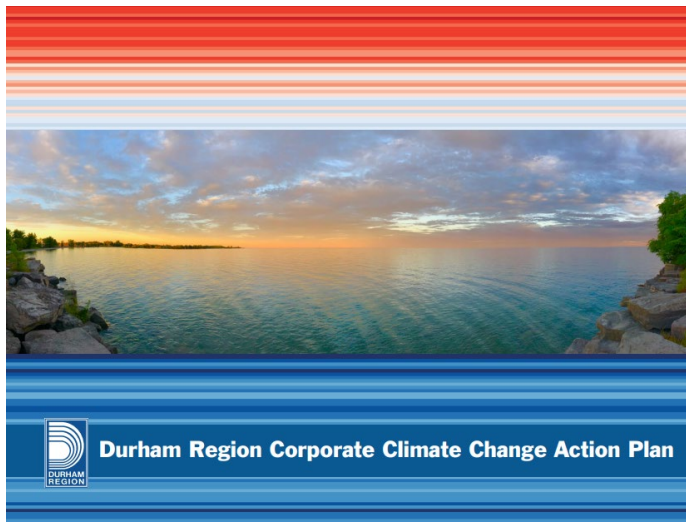
1. Strategic Planning and Organizational Performance
2. Climate Action and Environmental Sustainability
3. Government and Community Relations (transitioning to Communications)
4. Key Policy Initiatives
5. Innovation

# Durham Region Strategic Plan 2020-2024

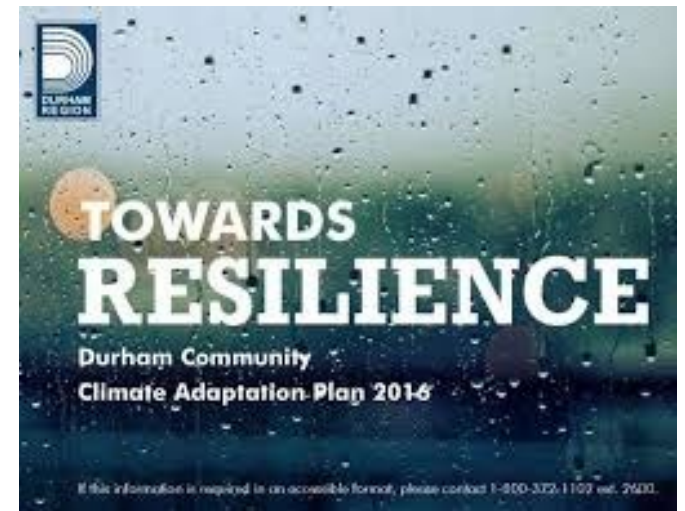


# Durham's commitment to climate action

- Regional Council declared a climate emergency in January 2020
- The ability of municipal governments to influence the reduction of GHG emissions varies



**DURHAM**  
COMMUNITY  
**ENERGY**  
**PLAN**



# Government Relations



Durham Region  
Community  
Engagement  
Toolkit



# Policy Goals

Lead corporate initiatives that anticipate, influence and respond to policy changes that are likely to impact the community or Regional operations by:

- Monitoring and managing urgent and emerging policy issues
- Advocating Regional positions through policy submissions
- Developing policy processes/practices and increasing policy expertise across the organization

# Innovation Strategy

Becoming an Innovation Leader by building capacity to innovate.

## **COLLECTIVE FOCUS**

Aligning innovation around a purpose

## **TRANSFORM**

An Innovation Incubator program

## **CONNECT**

Corporate systems that enable innovation

## **PRACTICE**

Sharpening our innovation skills and learning from each other



This is a 3 Year Strategy: 2022 - 2024

# Diversity, Equity and Inclusion Division

Four areas of Diversity, Equity and Inclusion:

1. Accessibility
2. Local Immigration Partnership
3. Community Safety and Well-Being
4. Equity and Inclusion

# Diversity, Equity and Inclusion

- Regional DEI Office
- Addressing anti-Black racism - Durham Region Anti-Racism Task Force (DRART) and action implementation
- Permanent location for MSIFN flag; commemorative sidewalk
- Recognition of Canada's first National Day for Truth and Reconciliation
- Introduced Durham's first Community Safety and Well-Being Plan



# Emergency Management

Three areas of Emergency Management:

1. Emergency Management
2. Business Continuity
3. Nuclear and Public Education / Awareness

# Durham Emergency Management Program

- Emergency Plan
- Training and Exercises
- Nuclear
- Business Continuity
- Public Education and Awareness
- Collaborate and coordinate with the local Fire Chief



**Plan**  
*for the unexpected*

**Prepare**  
*your space*

**Create**  
*your kit*

**Important**  
*information*

**Your**  
*community*

# Corporate Communications Office

Key activities include:

- Communications strategies and plans
- Internal communications
- Community engagement support
- Media relations, social media, brand management
- Crisis communications and issues management
- Photography and videography
- Creative design support, web content
- Campaign metrics measurement
- Speech writing for the Regional Chair

# Legal Services Division

Three areas of Legal Services:

1. Solicitors' Office
2. POA Court Services
3. POA Prosecution Services



*“Be leaders in the Region and the Province in the innovative provision of expert legal solutions in partnership with our clients.”*

# Solicitors' Office – Major Files & Projects

- York Durham Sewage System
- Durham York Energy Centre
- Organics Management
- Broadband – Durham One Net Inc.
- Social Housing
- Transit Oriented Development
- Bus Rapid Transit
- Seaton Community



# POA Court Services – Major Files & Projects

- Red Light Cameras & Automated Speed Enforcement
- Hybrid (Virtual & In Person) Court upgrades
- Hybrid Court Service improvements
- COVID Backlog Recovery
- Administrative Monetary Penalties Implementation
- Provincial File Management System Upgrade
- Courtroom Security
- Digital Evidence
- POA Modernization
- Customer Service Improvements to French Language Services

# POA Prosecution Services – Major Files & Projects

- Transfer of Part III and Part IX Prosecutions from Province
- Administrative Monetary Penalties
- Local Tier Prosecutions
- Lack of Judicial Resources
- Digital Evidence





# Thank you

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