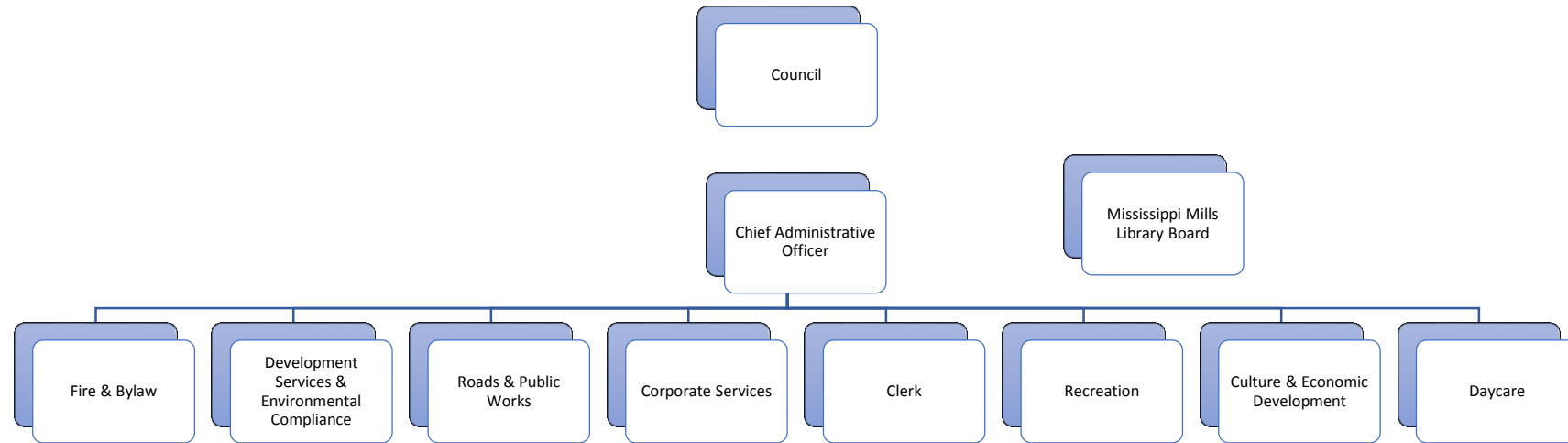


# Attachment 3 - Proposed Organizational Structure 2021 and 2024 Transition

## Outline of this Document

- Included in this slide presentation is an organization chart for 2021 and a chart for 2024 onwards
- 2024 would see a change in Public Works and Development Services depending on the decision for the Water Treatment and Sewer Treatment operations. Decision is whether Municipality continues to contract with Ontario Clean Water Association for management and operations. Current contract ends Dec 31, 2024.
- Community Services Department would also see the introduction of a Director Position for Cultural Events, Recreation, and Childcare.
- Economic Development becomes a distinct function but not a new position.
- A Position that has orange shading in the background means it is a new position.

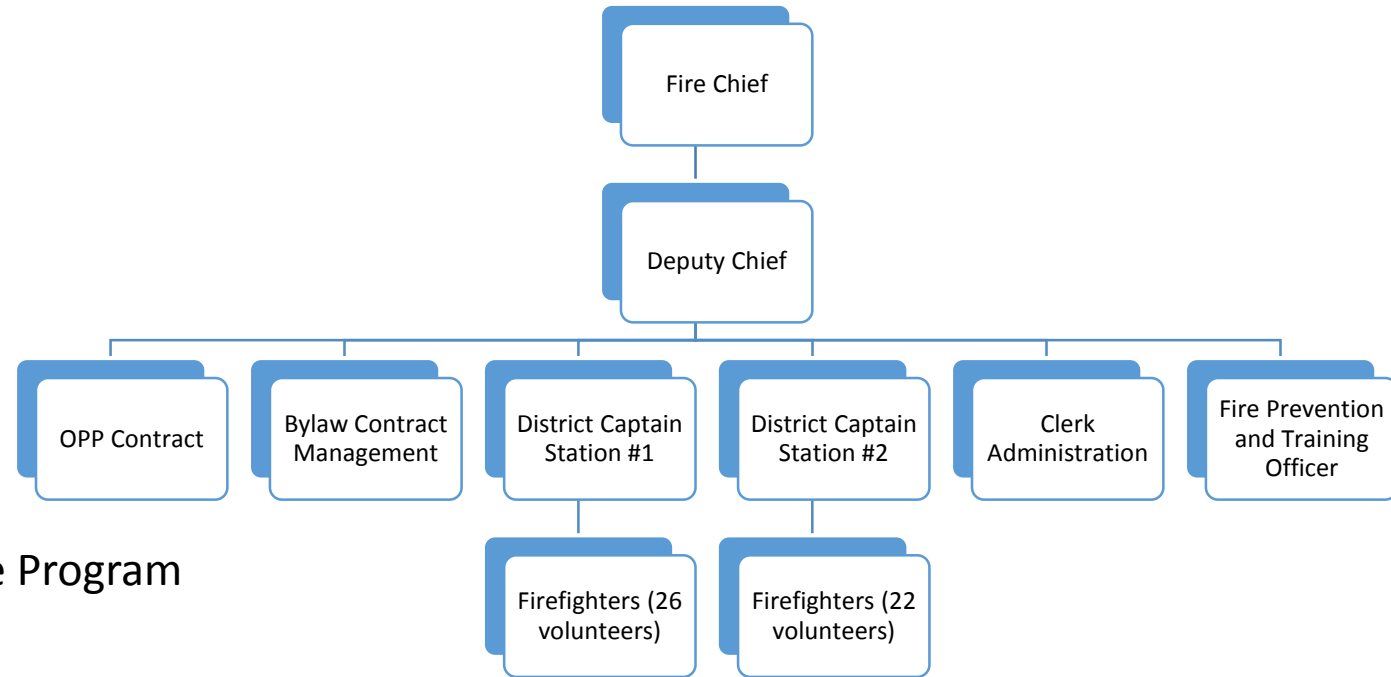
# PROPOSED 2021 – 2023 DEPARTMENTAL STRUCTURE



# FIRE & BYLAW ENFORCEMENT DEPARTMENT

## Core Responsibilities:

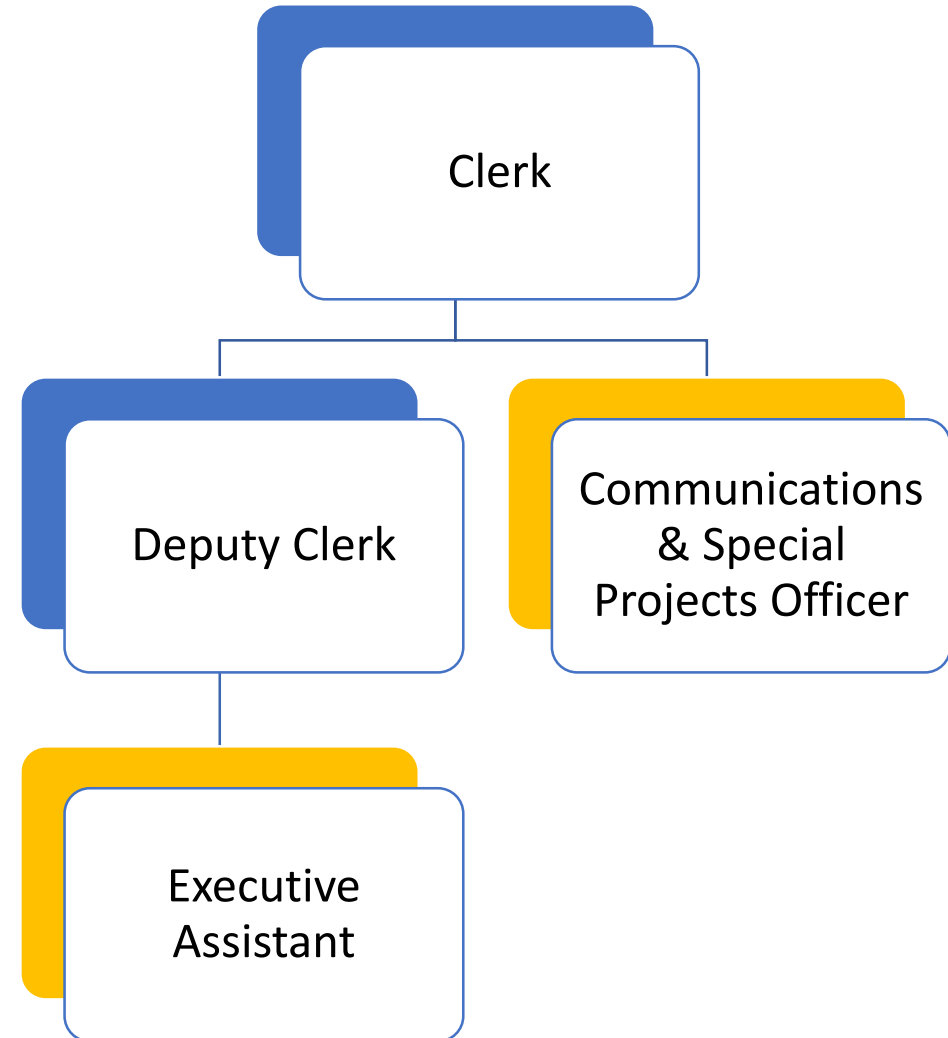
- Prevention Education
- Emergency Response
  - Fire response
  - Medical response
  - Motor vehicle accidents
  - Water rescue
- Community Emergency Response Program
- Administer Burn Permit System
- Fire Inspection and Enforcement
- Fleet and Equipment Management
- Management of Bylaw Enforcement Contract (parking and property standards)
- OPP Contract Management ??



# CLERK Department

## Core Responsibilities:

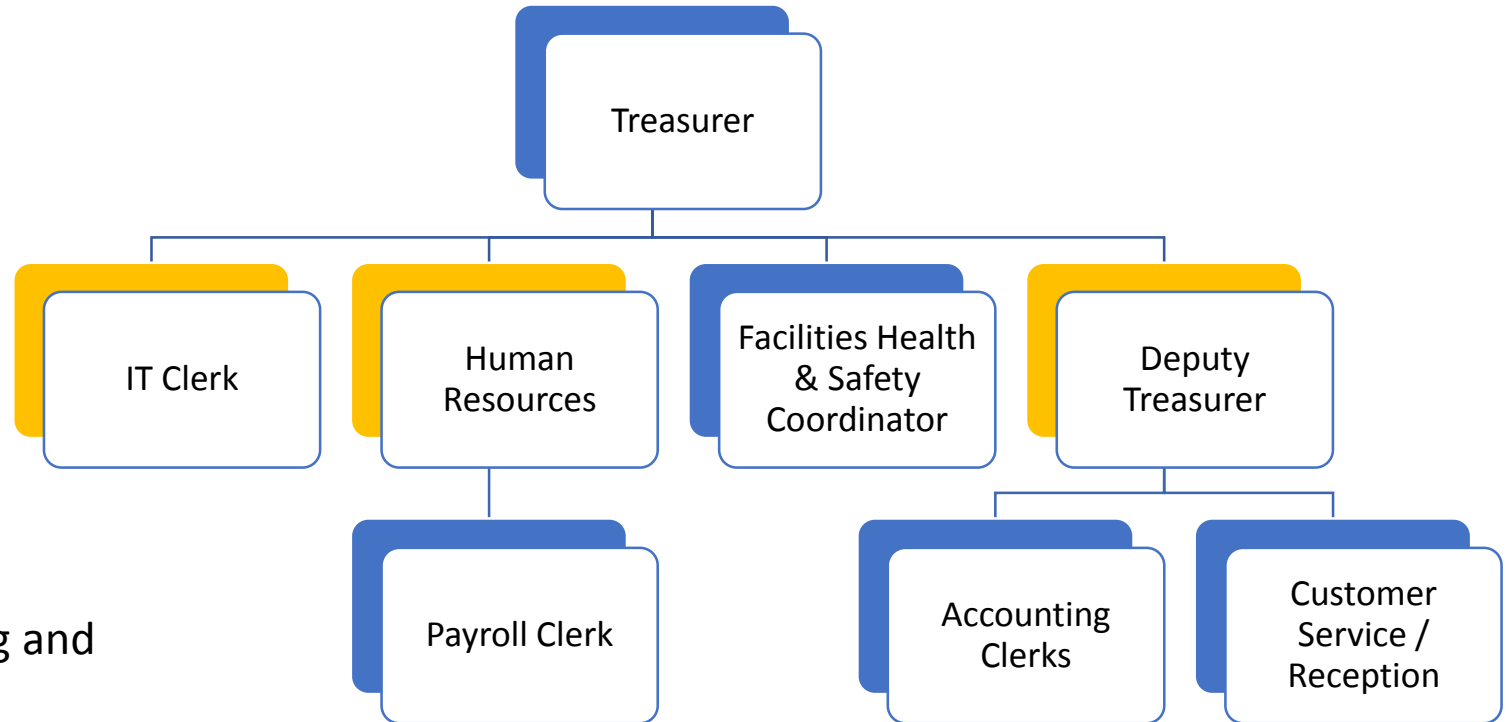
- Council Support, Mayor and CAO
- Formal Requests (FOI, Closed Meeting Requests, Integrity Commissioner, Formal Complaints)
- Records Management
- Bylaws & Policies Administration
- Commissioner of Oaths
- Council Communications
- Website and Social Media Management
- Special Projects (Strategic Plan Implementation, Performance Measurement – note this is not performance appraisals)
- Public Consultation Management
- Registrations and Licensing
- AODA Compliance (Accessibility)
- Tile/Municipal Drain applications
- Fence Viewers
- Municipal Elections



# CORPORATE SERVICES Department

## Core Responsibilities:

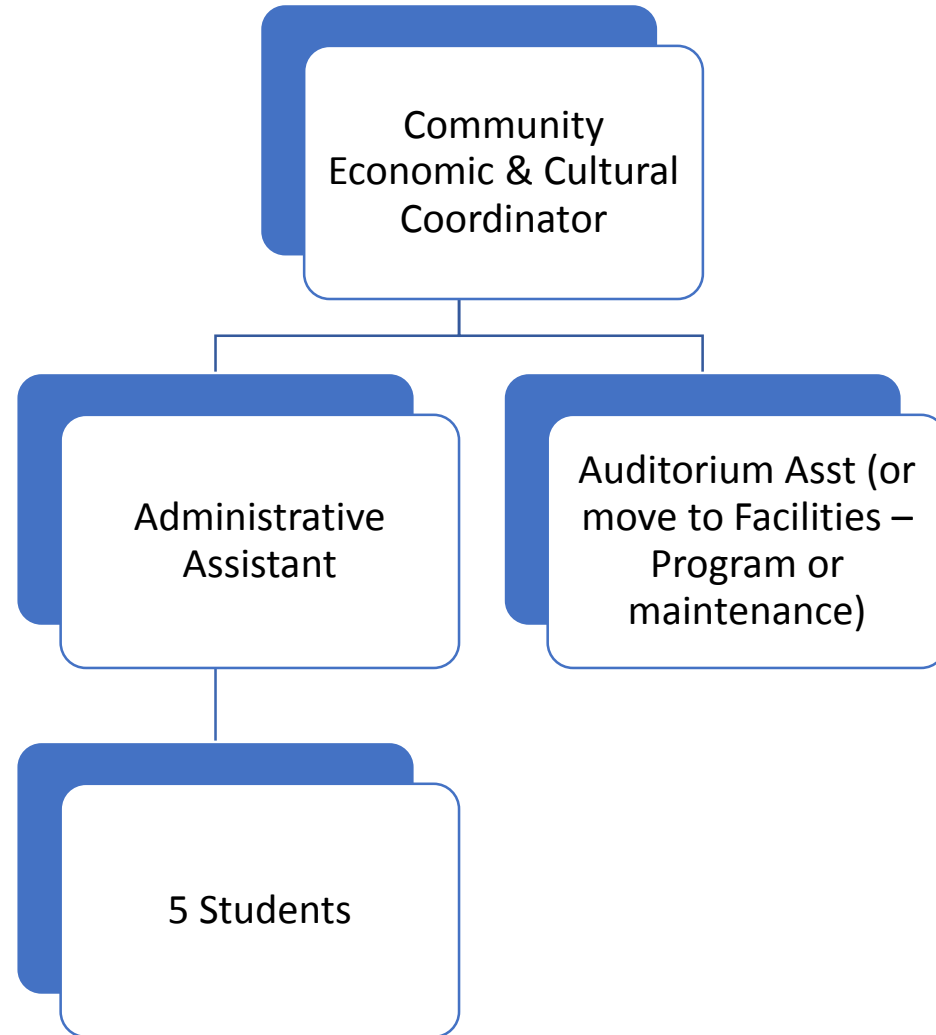
- Financial Management
  - Cashflow and Investment Management
  - Accounts Payable
  - Accounts Receivable
  - Payroll
  - Utility and Tax
- Budget Development
- Human Resources
- Facilities Management
- Asset Management Planning
- Health and Safety
- Information Technology networking and help desk
- Procurement Audit and Management
- Long-Term Financial Planning
- Financial Statements/FIR
- PSAB Reporting
- Rates & Charges studies



# Community Economic Development & Culture

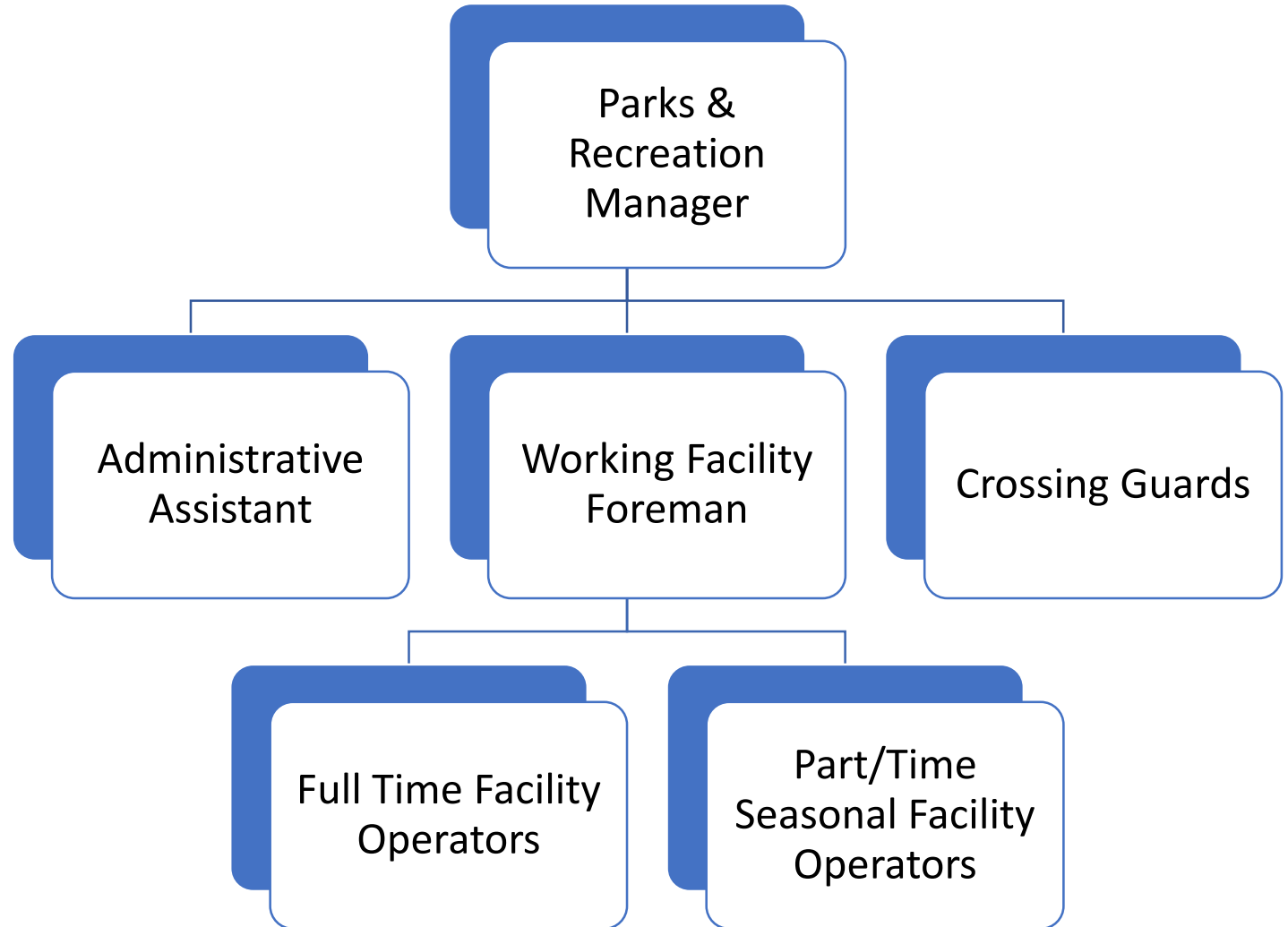
- Organizing or facilitating through spaces, equipment, promotional support, etc. the Municipality's events, festivals, and cultural programming (Almonte Old Town Hall User Groups and bookings, Canada Day, Parades etc., )
- Sit on community event committees (Pakenham Fair, Light Up the Night)
- Community development (volunteer, community groups, backyard garden etc.)
- Museums Network Relations
- Tourism Marketing & Management (Office, Summer Staff, Promotional Materials, Industry Events)
- Community Economic Development & Land Sales
- Business Support & Retention (Film, downtown groups, business networking, municipal contact for business owners)

**Seasonal Maintenance Coordinator (potential shared with PW) ???**



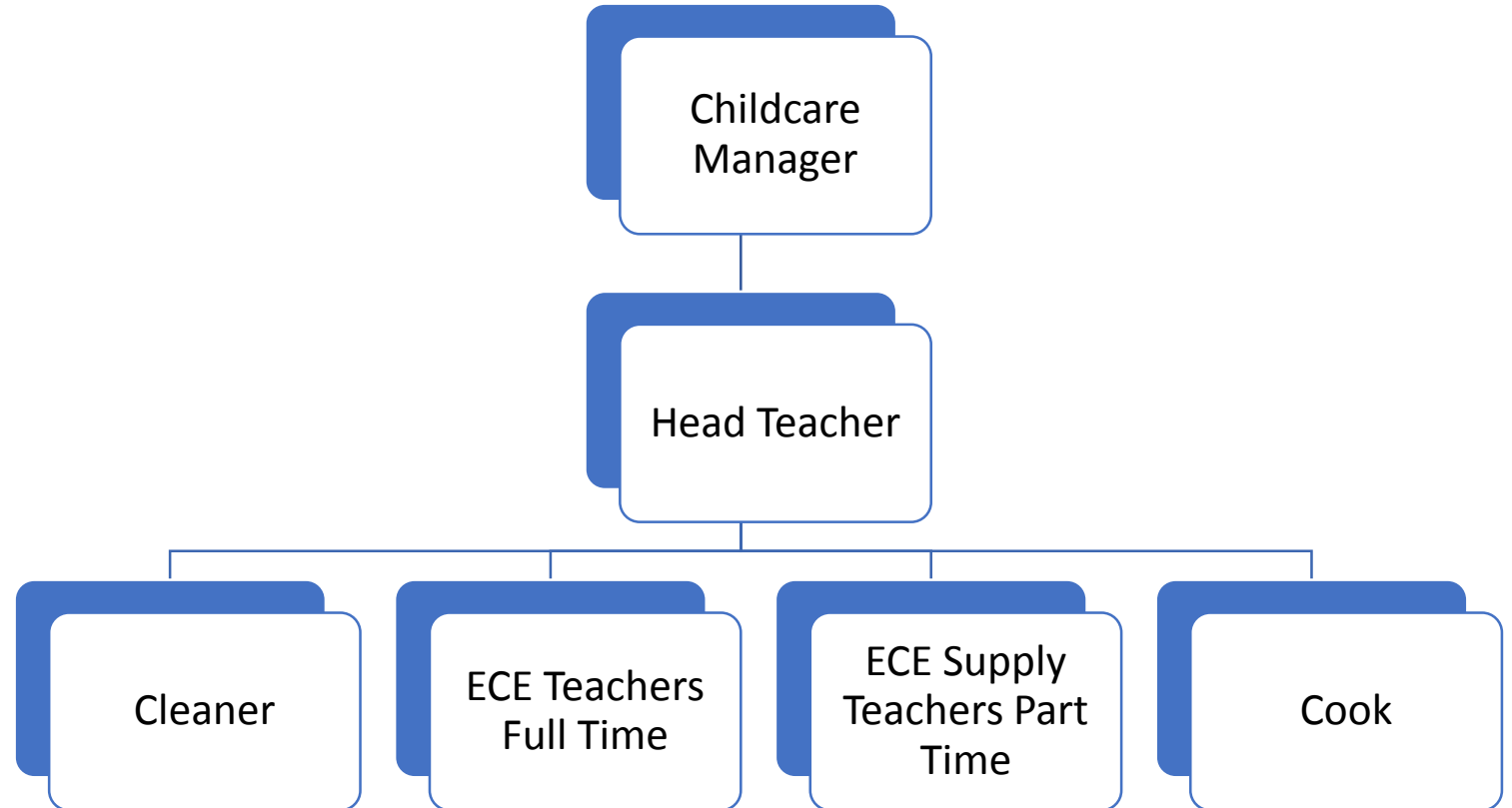
# Recreation Programming, Outdoor Facilities & Parks

- Administration of all bookings and use of community spaces including arenas, community centers, parks, and outdoor spaces
- Park development, management & budgeting
- Program management and budgeting
- Operational Budgets for Recreation Staff, Parks, Facilities & Fleet
- User Group Relations (sports clubs, facility club - curling, lawn bowling, tennis etc.)
- Non municipally owned facility relations and support
- Crossing Guard program
- NOTE – facility envelope managed corporately – program specific facility components may be Recreation



# Childcare, Before & After School Programs

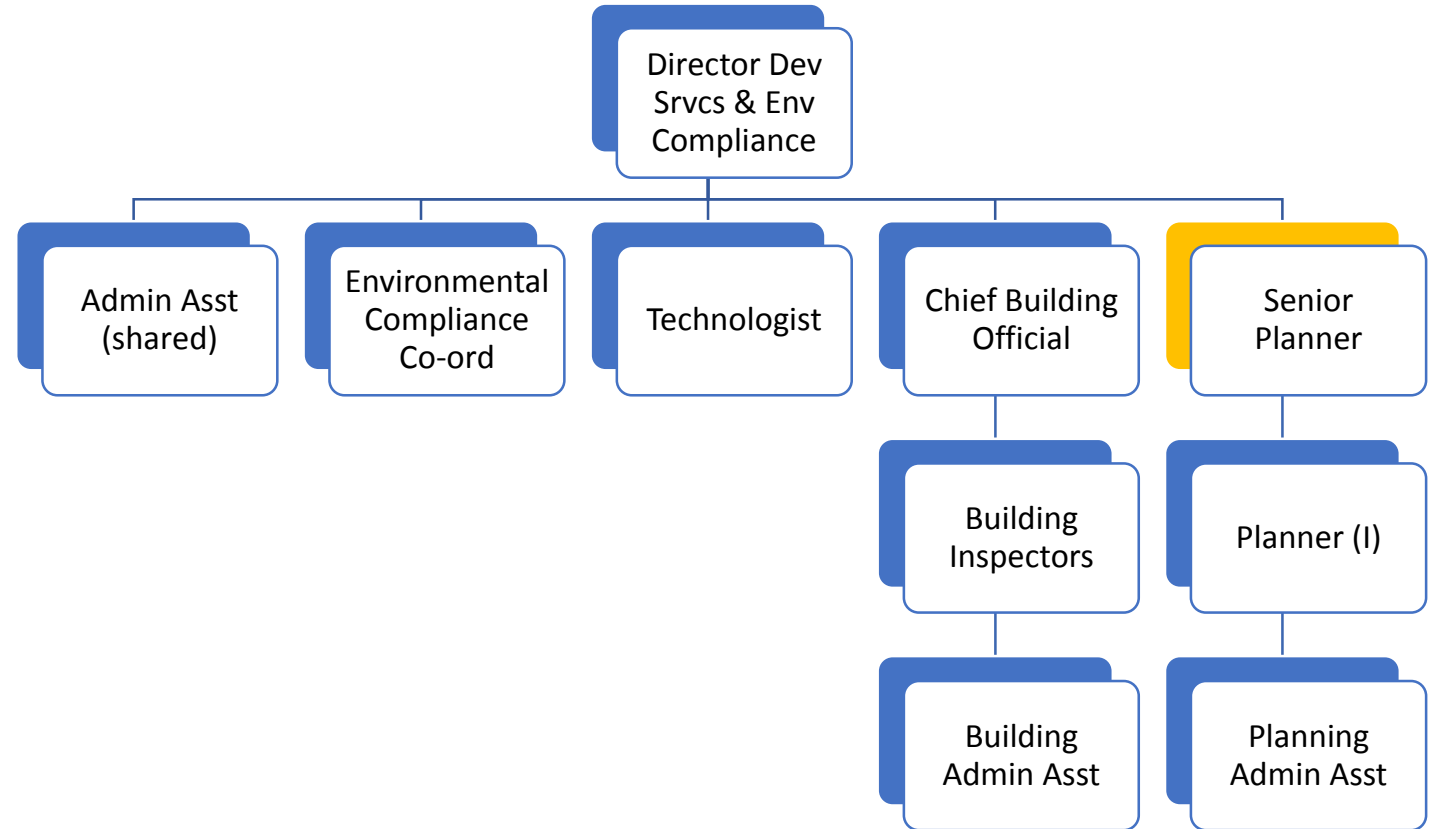
- Administration of the Municipality's daycare and school-age programming
- Daycare (2 facilities)
- School-age programming
- Relations with School Boards for facility usage
- Relations with County for Funding
- Provincial Licensing and Compliance
- Program Budgeting and Revenue





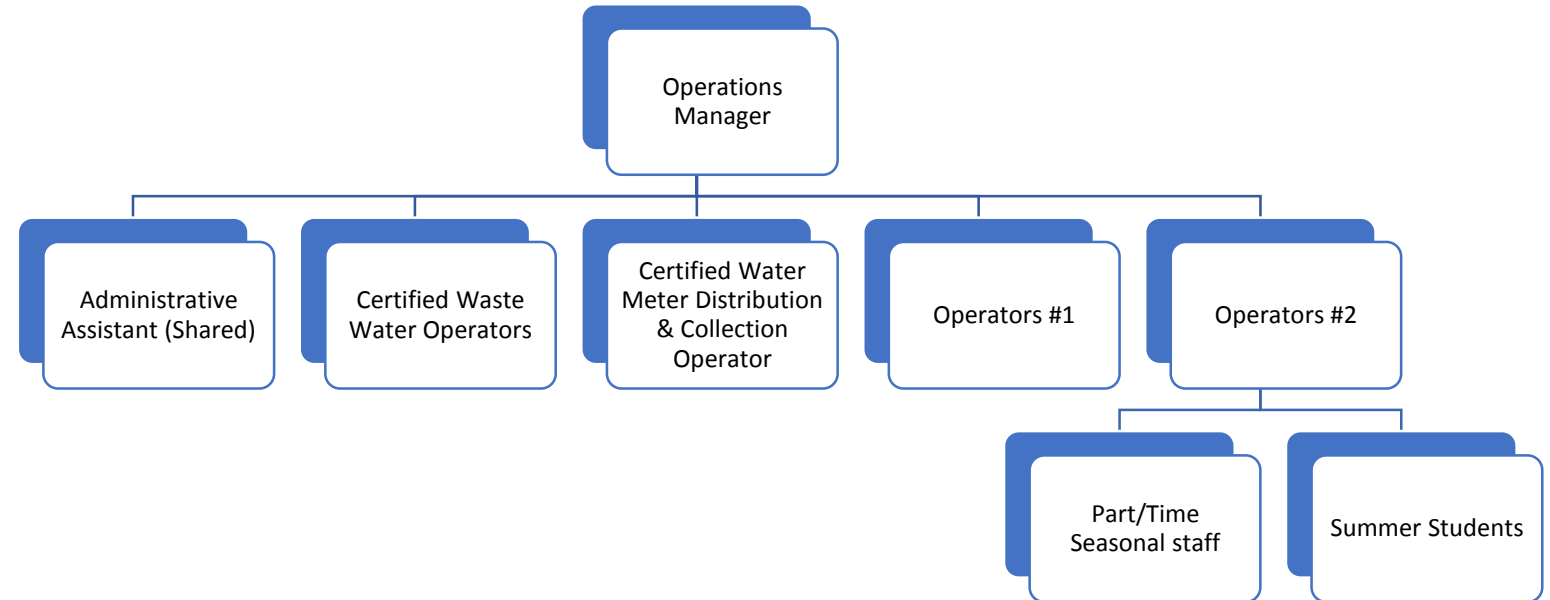
# Development Services & Environmental Compliance

- Engineering and new transportation, water, and sewer construction
- Inspection & coordination of new construction
- Budgeting and planning new infrastructure
- Planning application review / processing in accordance with the Planning Act (Official Plan Amendments, Zoning Bylaw Amendments, Minor Variances, Site Plan Control, Subdivisions
- Consent)
- Building permit applications, issuance, inspections, and enforcement in accordance with the Ontario Building Code
- Environmental Compliance – DWQMS
- Climate Change Management (incl Veg)
- Waste Management (Landfill Administration, Curbside Pick up (Waste & Recycling), Waste Disposal Programs, Household Hazardous Waste)
- GIS Data and Management



# Roads & Public Works

- Delivers the water distribution and sewage collection systems
- Fleet Management
- Street Lighting & Signals
- Drainage & Flood Control
- Municipal Drain Maintenance
- Roadside Brushing & Road Sweeping
- Grading & Dust Control
- Gravel Resurfacing
- Tree Maintenance
- Bridges & Large Structural Maintenance
- Roadside Mowing & Ditch Maintenance
- Stormwater Catchment Maintenance
- Hardtop Maintenance
- Shoulder Maintenance
- Winter Controls
- and beautification (Summer Students, Beautification (Murals, Banners, Public Art, Flowers, Hort Society Relations, Christmas Decor Staff))



# PROPOSED 2024 ONWARDS DEPARTMENTAL STRUCTURE

