



**COUNCIL**

**Chief Administrative Officer**

**Organizational Structure – Areas of Responsibility Overview**

September 26, 2017  
APPROVED

**Communications & Inter-Municipal Relationships Coordinator (1)**

**Legislative Officer (2)**

Communications & Social Media  
Annual Report  
Public Consultation  
Inter-Municipal Communications  
Promotional Materials

Council & CAO Support  
Legislative Services, SDAB & ARB Clerk  
FOIP Coordinator  
Records Management  
Policies & Bylaws  
Municipal Census  
Local Gov. Elections  
Council Orientation

**Director of Corporate Services**

**Director of Planning & Information Systems**

**Director of Operations**

**Director of Community & Protective Services**

**Assistant CAO/ Director of Economic & Rural Development**

Finance  
Budget  
Long Term Planning  
Insurance/Asset Management  
Human Resources  
Grants  
Financial Reporting for: FCSS, Library Board, Waste Commission  
Assessment  
Project Development

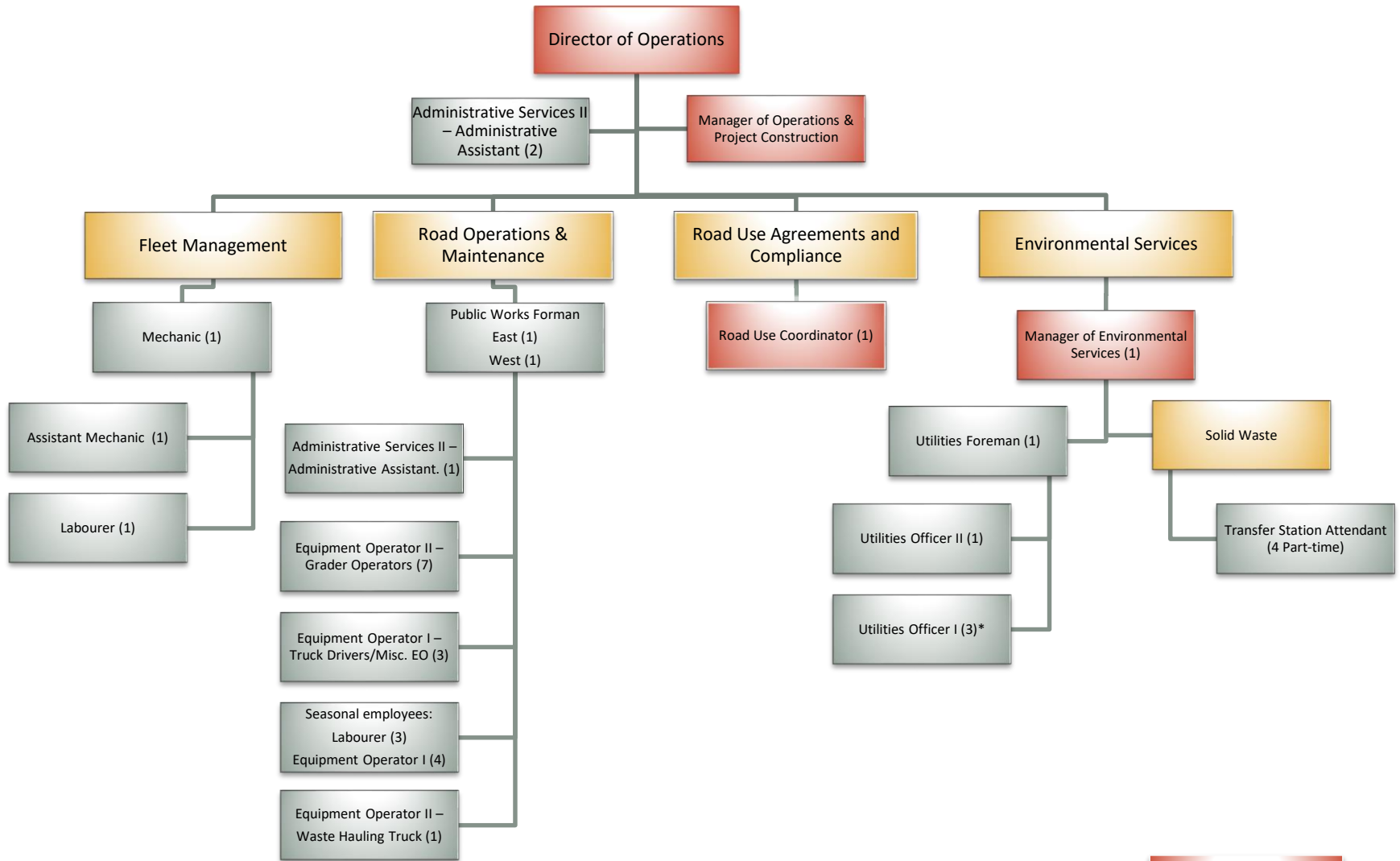
Planning & Development  
Municipal Planning Commission  
Safety Codes  
GIS  
Information Technology  
Communication Towers  
Project Development

Roads & Bridges  
Facilities Grounds Maintenance  
Aggregate  
Fleet Management  
Surface Storm Drainage (Hamlet)  
Surface Water Management (Roads)  
Water Treatment Plants  
Rural Water  
Wastewater  
Solid Waste  
Waste Transfer Stations  
Landfills  
Project Development

Fire Departments  
Enforcement  
Facilities Maintenance (excl. grounds maintenance)  
Community Recreation Planning (liaison with non-profit groups)  
Project Development  
Health & Safety  
Risk Management  
Campgrounds & Parks Maintenance  
Regional Emergency Planning

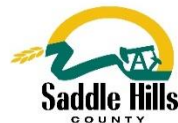
Inter-municipal Initiatives  
Community/Economic Development  
FCSS  
**Rural Development:**  
Agriculture  
Veterinary Services  
Roadside Maintenance  
Weed & Pest Control  
Agricultural - Surface Water Management  
Agricultural Education Activities  
Project Development

# Operations

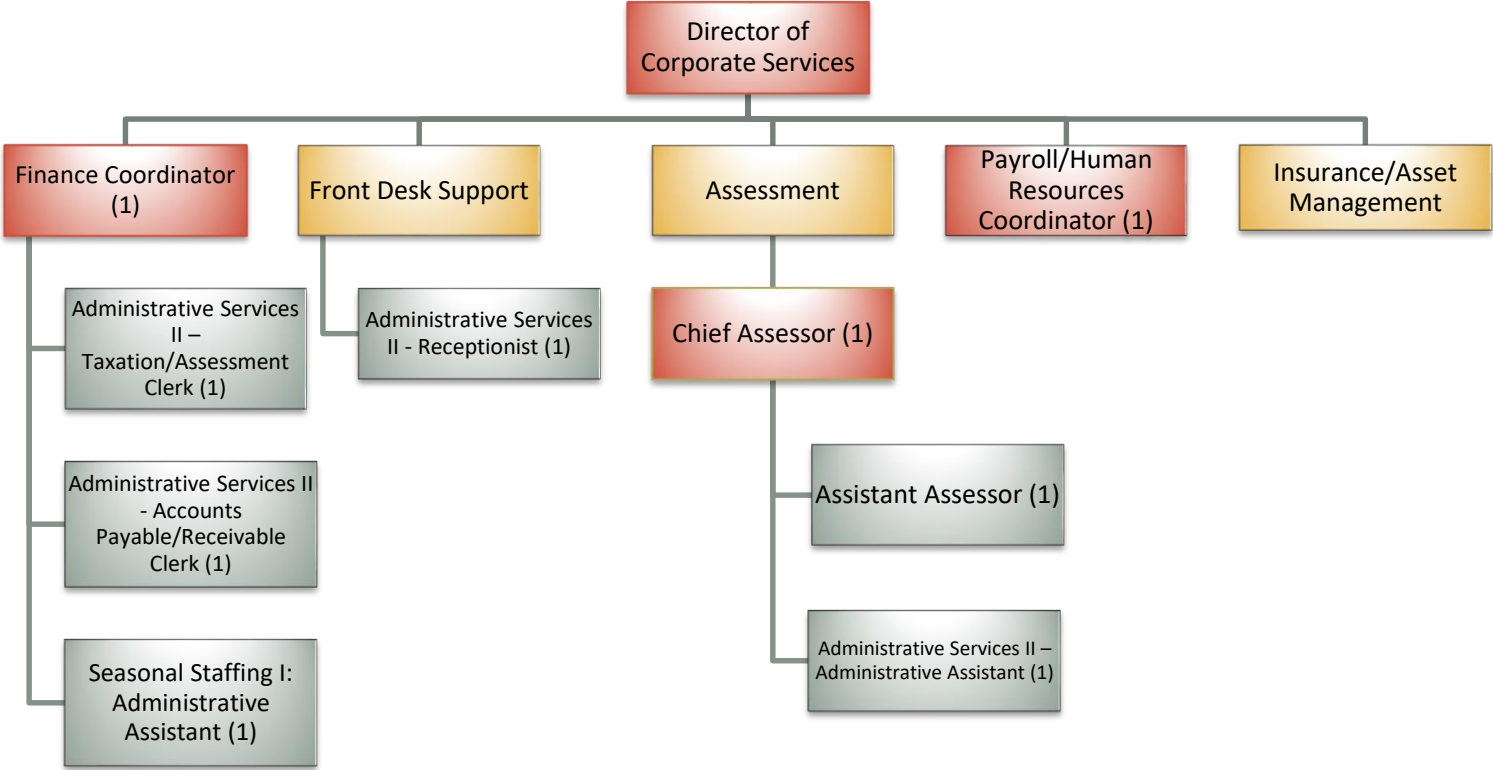


Out of Scope/Contract Staff
Union Positions
Function

\* If not certified, receive UO Trainee pay as per AUPE



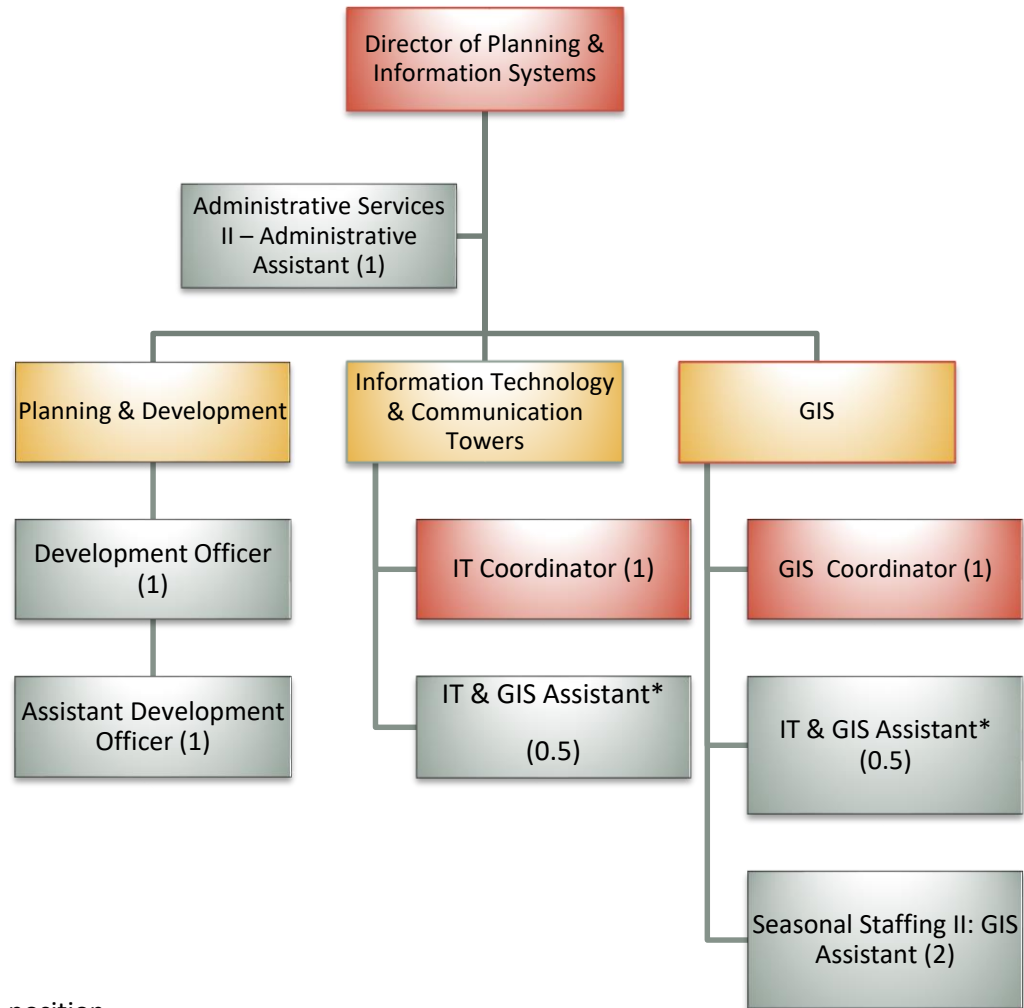
# Corporate Services



Out of Scope/Contract Staff
Union Positions
Function



# Planning & Information Systems

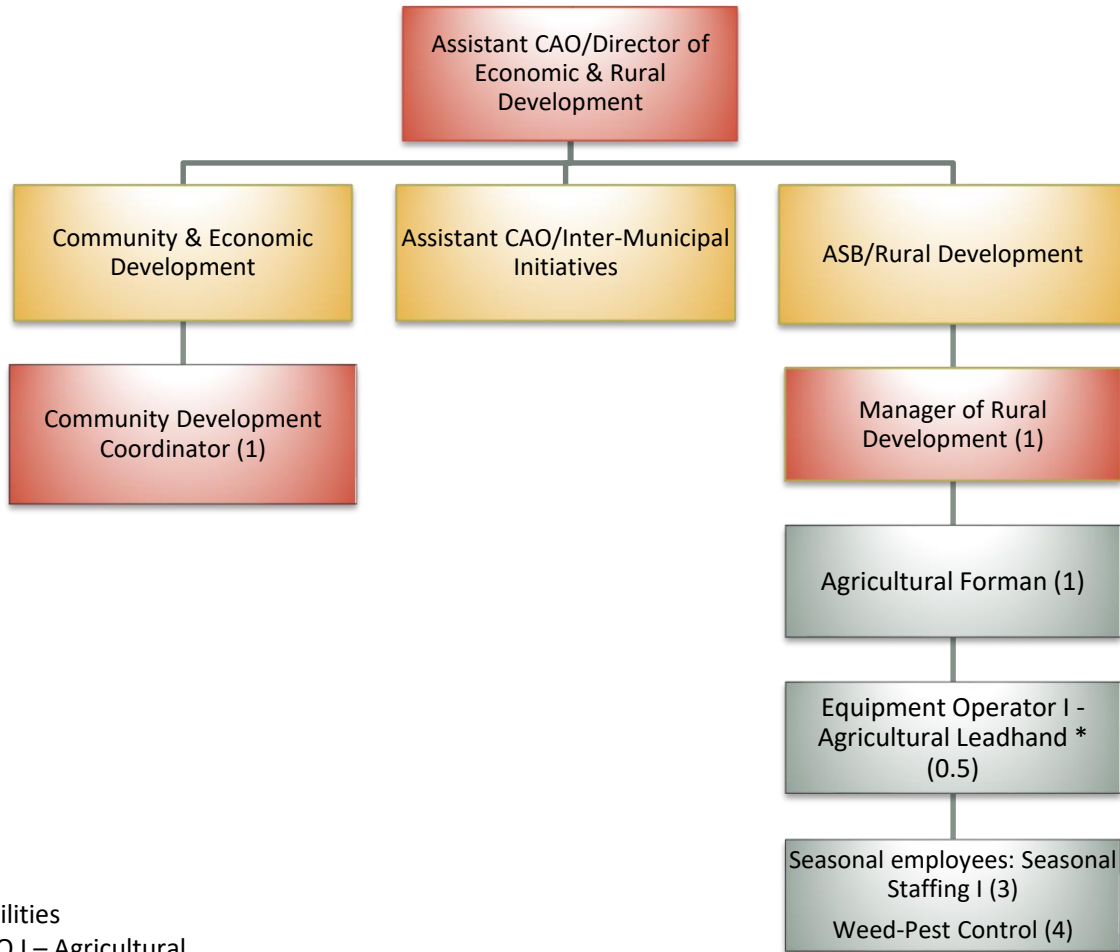


\*IT & GIS Assistant – one position



Out of Scope/Contract Staff
Union Positions
Function

# Economic & Rural Development

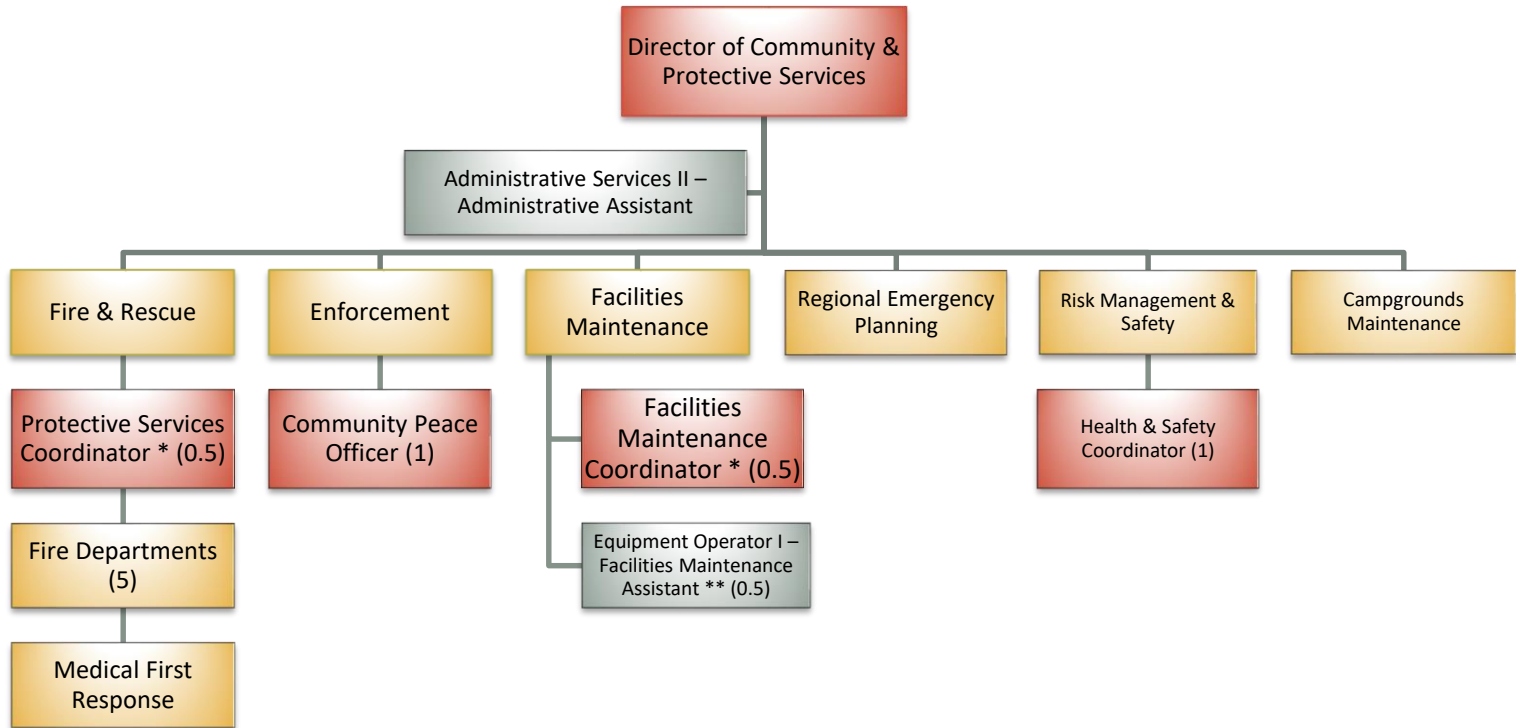


\* Equipment Operator I – Facilities Maintenance Assistant and EO I – Agricultural Leadhand – One Position



Out of Scope/Contract Staff
Union Positions
Function

# Protective & Community Services



\* Protective Services/Facilities Maintenance Coordinator – One Position;  
 \*\* Equipment Operator I – Facilities Maintenance Assistant and EO I – Agricultural Leadhand – One Position



Out of Scope/Contract Staff
Union Positions
Function