



Claresholm

Where **Community** Takes Root

Organizational Structure

Approved May 13, 2019



Claresholm

Organizational Review

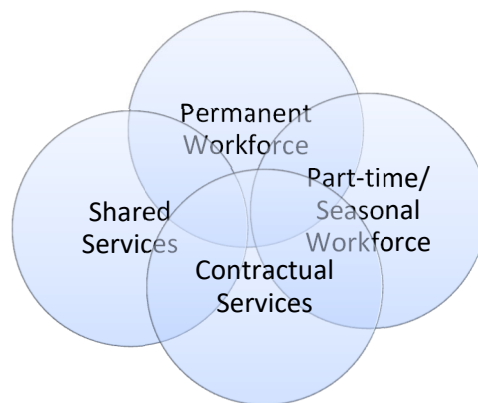
The organizational review was conducted taking into account the following:

- Understanding of the strategic objectives and direction of the organization, through review of the February 15, 2014 Strategic Plan developed with assistance from Positive Culture.
- This was developed further through the 2017 – 2021 Strategic Plan and subsequent discussions with Council;
- Review of the processes in place and determining if they are being applied consistently and effectively;
- Review of the resources in place and determining if they are being deployed effectively and efficiently;
- Establish if the whole is working effectively together to achieve the intended purpose of the organization.

All of these elements are essential in an organizational review to produce meaningful results.

Administrative/Operational Structure

The administrative/operational structure is responsible for implementing the services defined by Councils strategic priorities. The business model is divided into four areas: a permanent workforce, a part-time/seasonal workforce, contractual services and shared services. The Town of Claresholm services are accomplished through a combination of these vital resources.



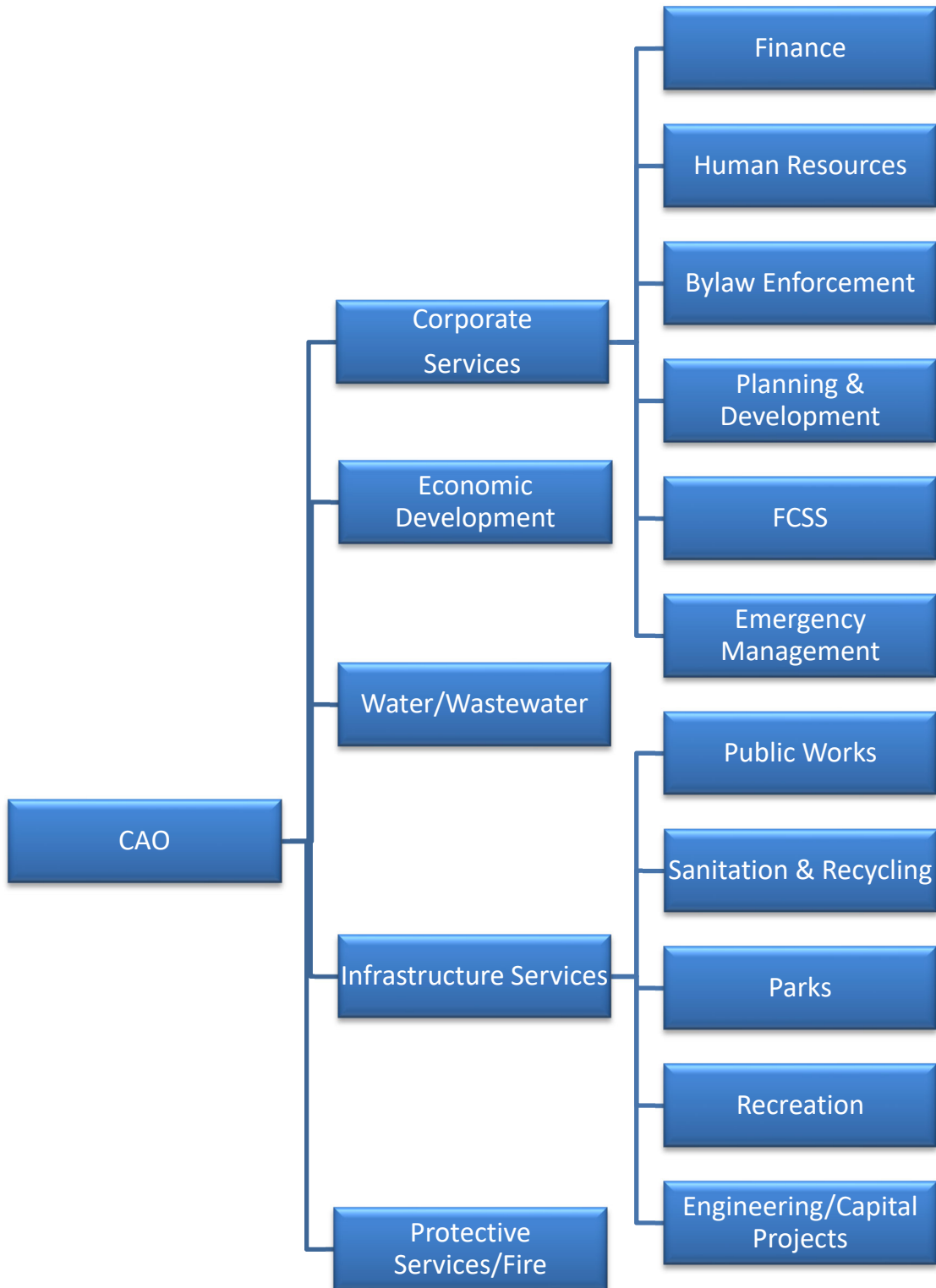


Claresholm

As the administrative/operational head of the municipality, the Chief Administrative Officer (CAO) has the primary responsibility for implementing Council's direction and policy; informing Council on the affairs of the municipality; managing the organization; and performing any other functions that Council or the Municipal Government Act delegates to him/her. The CAO utilizes a management team structure to provide administrative leadership for the organization.

Management Structure

Council and Management are committed to building a focused, responsive, resource-conscious and results-oriented organization that communicates effectively across all departments. Town management is divided into four strategic categories of municipal staff and responsibilities. The CAO is the common thread between these strategic service areas. The intent of this structure is to engage a number of technically skilled individuals enhancing the Town's ability to provide quality programs and services. The strategic service areas are outlined on the following page.

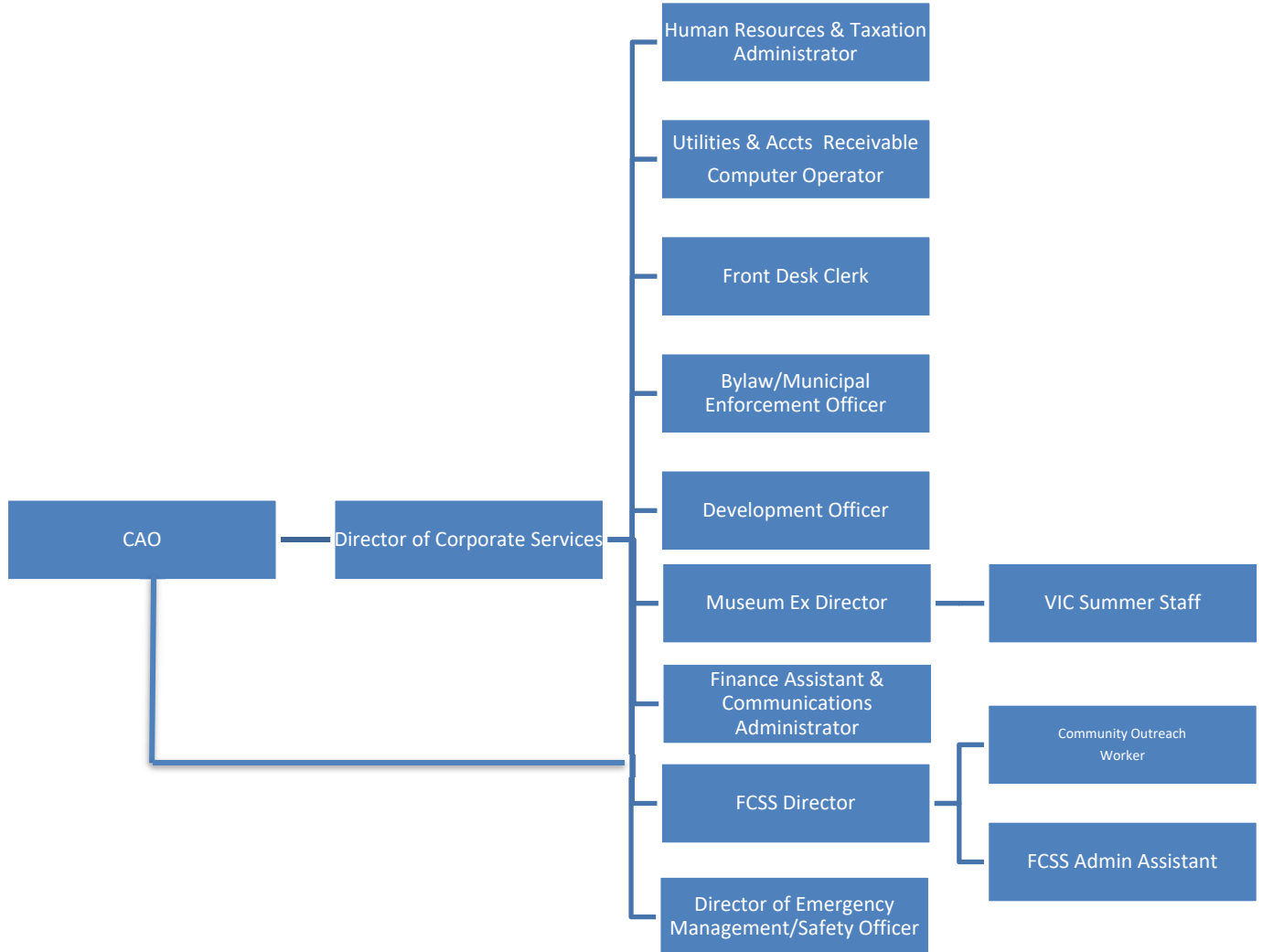




Corporate Services	Water/Wastewater Services	Infrastructure Services	Economic Development/Tourism
<p>Responsibilities include:</p> <ul style="list-style-type: none"> * Financial management * Annual operating & capital budgets * Corporate business plans * Organizational administration * Utility billing & management * Information technology * Communication & social media * Human resource management * Inter-agency & community group liaison * Taxation & assessment * Bylaw Enforcement and/or Community Peace Officer programs * Employee Safety program * Police protection services liaison * Program development * Volunteer services * Joint use agreements * Library services * Museum operations * FCSS programming and administration * Development approval & appeal * Subdivision approval & appeal * Municipal Planning * Safety Codes * Emergency Management * Any other matters referred by Council 	<p>Responsibilities include:</p> <ul style="list-style-type: none"> * Water treatment & distribution * Wastewater collection & treatment * Engineering * Capital projects * Facility planning & development * Any other related matters referred by Council 	<p>Responsibilities include:</p> <ul style="list-style-type: none"> * Roadways, boulevards & sidewalks * Project management * Equipment & fleet pool * Infrastructure management * Local improvement projects * Signage * Underground utility services * Parks facility management * Recreation facility management * Pool programming and administration * Campground operations * Solid waste collection * Recycling * Street lighting * Storm water management * Engineering * Capital projects * Facility planning & development * Janitorial services * Airport * Cemetery * Any other related matters referred by Council 	<p>Responsibilities include:</p> <ul style="list-style-type: none"> * Special events & celebrations * Economic Development & Tourism initiatives * Any other related matters referred by Council



CORPORATE SERVICES





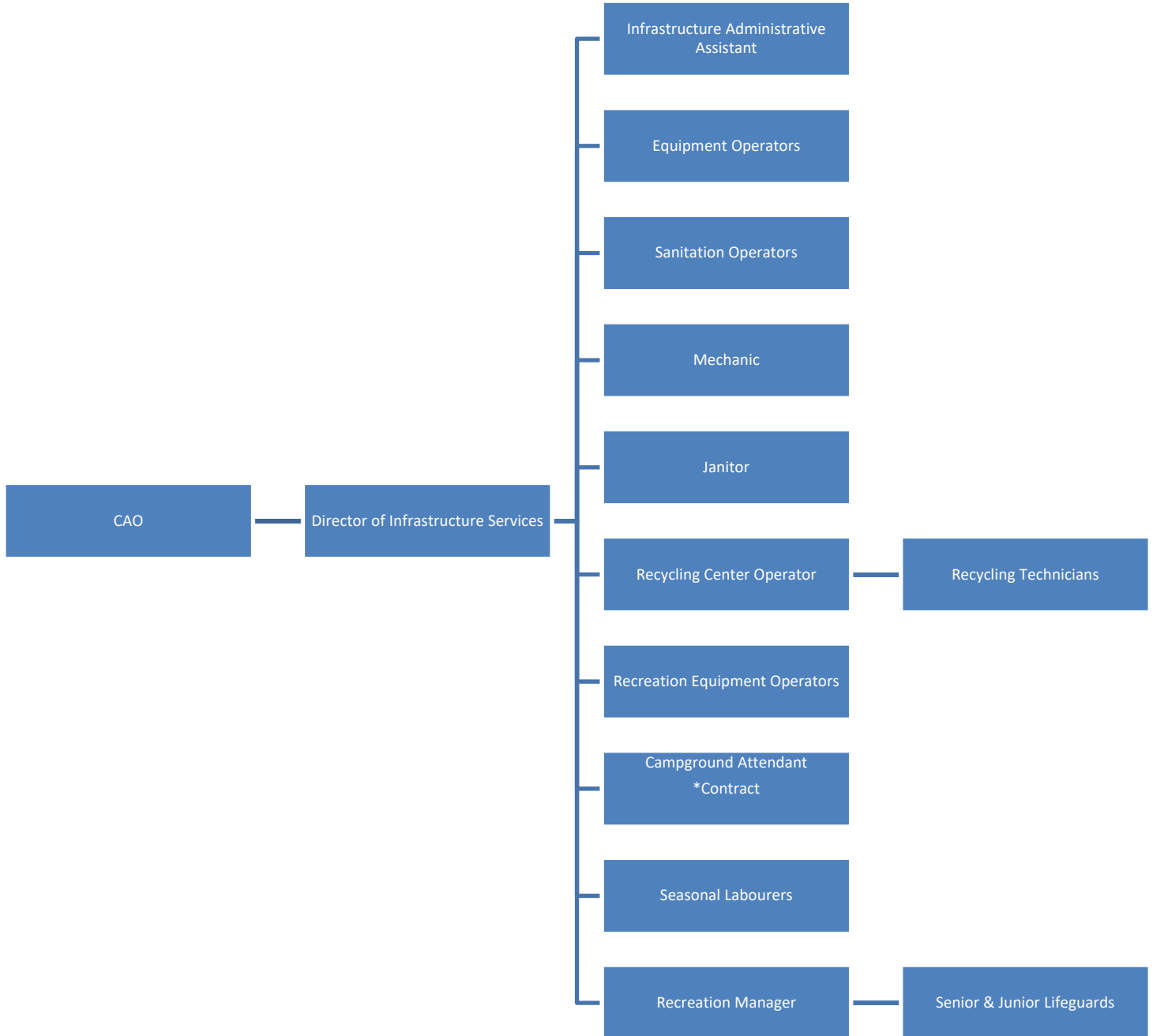
Claresholm

Committee Liaison Assignments

Internal Board or Committee	External Board or Committee
Assessment Review Board	Claresholm Food Bank
Audit & Finance Committee	Claresholm & District Transportation Society
Facility & Infrastructure Planning Committee	Claresholm Child Care Society
Grievance Committee	Claresholm Housing Authority
Wage Negotiating Committee	Claresholm Learn-a-lot Playschool Society
FCSS Board	Claresholm Public Library
Claresholm & District Museum Board	Porcupine Hills Lodge Foundation
Municipal Planning Commission	Oldman River Regional Services Commission
Subdivision & Development Appeal Board	Physician Recruitment & Retention Committee
Administrative Services Committee	Claresholm Animal Rescue Society
Multi Use Community Building Adhoc Committee	
Emergency Management Advisory Committee	
Emergency Services Committee	



INFRASTRUCTURE SERVICES





Committee Liaison Assignments

Internal Board or Committee	External Board or Committee
Facility & Infrastructure Planning Committee	Regional Landfill Commission
Recreation Facility Users Committee	Claresholm Golf Club
Multi Use Community Building Adhoc Committee	Community Hall Board
	LRSD Town Joint Use Agreement
	Swimming Pool Joint Use
	Willow Creek Agricultural Society
	Southern Alberta Summer Games Committee



WATER/WASTEWATER SERVICES



Committee Liaison Assignments

Internal Board or Committee	External Board or Committee
Facility & Infrastructure Planning Committee	



ECONOMIC DEVELOPMENT



Committee Liaison Assignments

Internal Board or Committee	External Board or Committee
Economic Development Committee	Alberta Southwest
	Claresholm & District Chamber of Commerce
	Joint Economic Development Initiative
	Lethbridge College Community Advisory Council
	SouthGrow



PROTECTIVE SERVICES/FIRE



Committee Liaison Assignments

Internal Board or Committee	External Board or Committee
Emergency Services Committee	



STAFFING REQUIREMENTS

*Not including CAO

DEPARTMENT	FULL TIME	PART TIME	SEASONAL	Totals
CORPORATE SERVICES	9.5	2	3	14.5
INFRASTRUCTURE SERVICES	14	18	3	35
WATER/WASTEWATER SERVICES	2.5			2.5
ECONOMIC DEVELOPMENT	1		1	2
PROTECTIVE SERVICES/FIRE	2			2
2019 TOTALS	29	20	7	56
2018 TOTALS	26	21	8	55
2017 TOTALS	26	21	8	55
2016 TOTALS	27	20	7	54