

SENIOR ADMINISTRATION 2012

Chief Administrative Officer	Robert N. Shelton
Commissioner of Community Services	Robert M. Prentice
Commissioner of Corporate Services	Anita Moore
Commissioner of Legal & Development Services	Vacant
Director, Communications	Wanda Bennett
Director, Engineering Services	James Koutroubis
Director, Financial Services	Mike Mayes
Director, Human Resources	Lynn Georgeff
Director, Information Technology	Susan Chase
Director, Legal Services	Esther Armchuk-Ball
Director, Legislative Services	Andrew Brouwer
Director, Planning & Building Services	Richard Nethery
Director, Public Works Services	Brian Jones
Director, Recreation & Culture	Ian McDougall
Acting Director, Strategic Initiatives	Bonnie Munslow
CEO Public Library	Todd Kyle
Fire Chief	Ian Laing

Town of Newmarket
2011 Interim Administrative Structure

Council

Chief Administrative Officer

Office of the Chief Administrative Officer		Commissioner, Corporate Services				Commissioner, Community Services**				Library Services**				
Corporate Communications	Human Resources	Strategic Initiatives	Central York Fire Services**	Information Technology	Financial Services	Legislative Services	Legal Services	Customer Care	Economic Development	Recreation & Culture Services	Engineering Services	Planning & Building Services	Public Works Services	Library Services**
<ul style="list-style-type: none"> ➤ Corporate Reputation & Brand Management ➤ Public & Media Affairs ➤ Internal Communications ➤ External Communications ➤ Emergency Communications 	<ul style="list-style-type: none"> ➤ Compensation & Benefits ➤ Employee & Labour Relations ➤ Corporate Learning & Development ➤ Health & Safety ➤ Recruitment ➤ Job Evaluation ➤ Organizational Design & Development ➤ Change Management ➤ Policy Development 	<ul style="list-style-type: none"> ➤ Strategic Initiatives ➤ Corporate Project Support ➤ Continuous Improvement Programs ➤ Corporate Policy Administration 	<ul style="list-style-type: none"> ➤ Fire Prevention & Public Education ➤ Fire Suppression ➤ Staff Development / Training ➤ Equipment Maintenance ➤ Emergency Management ➤ Mutual Aid 	<ul style="list-style-type: none"> ➤ Leverage Technology Systems ➤ Align systems with strategic corporate priorities ➤ Infrastructure ➤ IT ➤ Business Applications ➤ Telecommunications 	<ul style="list-style-type: none"> ➤ Tax Billing/Collection ➤ Water and Sewer Billing ➤ Accounting ➤ Investment Budget ➤ Payroll 	<ul style="list-style-type: none"> ➤ Legislative Services ➤ Clerks ➤ Council & Committee Secretariat Services ➤ Municipal Elections ➤ Corporate Records ➤ Animal Control ➤ Licensing & Vital Statistics ➤ Bylaws & Property Standards ➤ Provincial Offences ➤ Procurement Services ➤ Procurement ➤ Centralized Printing ➤ Mail Services 	<ul style="list-style-type: none"> ➤ Legal services for Council & all Town Departments ➤ Registration of documents in the Registry Office ➤ Real Estate Transactions ➤ Plan of Subdivision Registration ➤ Agreement/Contract/Bylaw preparation, review & advice ➤ Ontario Municipal Board, Tribunal & Court Representation 	<ul style="list-style-type: none"> ➤ Customer Service / Call Centre ➤ Customer Service Excellence ➤ Internal & External Customer Service ➤ Community Survey ➤ Customer Service Development Opportunities 	<ul style="list-style-type: none"> ➤ Economic Development Strategy ➤ Community Investment Marketing ➤ Corporate Liaison ➤ Community Improvement Plan - Financial Incentive Program 	<ul style="list-style-type: none"> ➤ Recreation & Culture Programs ➤ Services ➤ Youth Centre ➤ Activities ➤ Special Events ➤ Aquatics ➤ Vending & Concessions ➤ Facilities Booking ➤ Museum ➤ Theater ➤ Needs assessments - Parks & Facilities ➤ Marketing & Ancillary Revenues ➤ Shared Use Facilities & Leases 	<ul style="list-style-type: none"> ➤ Engineering Asset Management ➤ Traffic Management ➤ Development Engineering ➤ Capital Projects ➤ Infrastructure Construction - Water, Sewer, Roads, Bridges, Parks, Trails, Facilities, Storm Water 	<ul style="list-style-type: none"> ➤ Long Range Planning ➤ Development Control (Bylaws, site subdivisions) ➤ Circulation of Land Use Planning Documents ➤ Municipal Addressing ➤ Compliance ➤ Committee of Adjustment ➤ Building Permits ➤ Inspections ➤ Complaints 	<ul style="list-style-type: none"> ➤ Recycling & Waste Mgmt ➤ Property, Facilities Maintenance & Operation ➤ Crossing Guards ➤ Infrastructure Maintenance - Roads, Sidewalks, Culverts, Storm Water ➤ Fleet Maintenance ➤ Parks/Trails/Open Spaces Planning & Maintenance 	<ul style="list-style-type: none"> ➤ Newmarket Connections ➤ Administration Services ➤ Research Services ➤ Seniors Services ➤ Adults Services ➤ Childrens Services

* Denotes direct reporting relationship to Commissioner
** Reflects Collaborative Partnership

* Denotes Reporting Relationship to Library Board
** Denotes Reporting Relationship through Joint Council Committee

SUMMARY OF FULL TIME EQUIVALENTS BY DEPARTMENT Page 5 of 122

DEPARTMENT	Full-Time	Part-Time	2012 Total	2011 Total	Overall + or Reduction (-)	
					Full-Time	Part Time
<u>Members of Council</u>						
Office of the Mayor, Regional Councillor and Ward Councillors	4.00	0.00	4.00	4.00	0.00	0.00
Total	4.00	0.00	4.00	4.00	0.00	0.00
<u>CAO's Office</u>						
Office of the CAO	2.34	0.00	2.34	2.34	0.00	0.00
Strategic Initiatives	2.33	1.00	3.33	3.33	0.00	0.00
Corporate Communications	3.33	0.00	3.33	3.33	0.00	0.00
Human Resources	7.00	0.00	7.00	7.00	0.00	0.00
Total	15.00	1.00	16.00	16.00	0.00	0.00
<u>Corporate & Financial Services Commission</u>						
Office of the Commissioner	1.00	0.57	1.57	1.57	0.00	0.00
Information Technology	12.00	0.75	12.75	11.75	1.00	0.00
Customer Service	9.00	1.48	10.48	10.48	0.00	0.00
Legislative Services	7.00	1.14	8.14	8.14	0.00	0.00
Bylaws	9.00	0.00	9.00	9.00	1.00	-1.00
Purchasing	4.00	1.14	5.14	5.14	0.00	0.00
Finance	16.00	1.63	17.63	17.20	1.00	-.57
Total	58.00	6.71	64.71	63.28	3.00	-1.57
<u>Legal & Development Services Commission</u>						
Office of the Commissioner	1.00	0.00	1.00	1.00	0.00	0.00
Building	10.00	0.00	10.00	10.00	0.00	0.00
Planning	8.00	0.00	8.00	8.00	0.00	0.00
Economic Development	3.00	0.00	3.00	3.00	1.00	0.00
Legal Services	4.00	0.00	4.00	4.00	0.00	0.00
Total	26.00	0.00	26.00	26.00	1.00	0.00
<u>Community Services Commission</u>						
Office of the Commissioner	3.00	0.00	3.00	3.00	0.00	0.00
Engineering Services	14.00	0.00	14.00	14.00	0.00	0.00
Public Works Services	89.00	1.00	90.00	88.00	2.00	0.00
Recreation & Culture	32.00	0.63	32.63	32.63	0.00	0.00
Total	138.00	1.63	139.63	137.63	2.00	0.00
Total	241.00	9.34	250.34	246.91	6.00	-1.57