

SENIOR ADMINISTRATION 2013

Chief Administrative Officer	Robert N. Shelton
Commissioner, Community Services	Ian McDougall
Commissioner, Corporate Services	Anita Moore
Commissioner, Development & Infrastructure Services	Rob Prentice
Director, Corporate Communications	Wanda Bennett
Director, Engineering Services	Rachel Prudhomme
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	Rick Nethery
Director, Public Works Services	Chris Kalimootoo
Director, Recreation & Culture Services	Colin Service
CEO, Library Services	Todd Kyle
Fire Chief, Central York Fire Services	Ian Laing



Town of Newmarket – Administrative Structure

Council

Chief Administrative Officer

Office of the Chief Administrative Officer			Central York Fire Services	Commissioner, Development & Infrastructure Services				Commissioner, Corporate Services				Commissioner, Community Services**			**Library Services
Corporate Communications	Human Resources	Strategic Initiatives	Fire Services	Engineering Services	Planning & Building Services	Public Works Services	Information Technology	Financial Services	Legislative Services	Legal Services	Economic Development	Recreation & Culture Services	Customer Care		
<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"> ➤ 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 plans, subdivisions) ➤ Circulation of Land Use Planning Documents ➤ Municipal Addressing ➤ Compliance ➤ Committee of Adjustment Building ➤ Building Permits ➤ Inspections ➤ Complaints 	<ul style="list-style-type: none"> ➤ Recycling & Waste Mgmt ➤ Property, Facilities Maintenance & Operation ➤ Crossing Guards ➤ Infrastructure Maintenance - Roads, Sidewalks, Bridges, Culverts, Water/Waste/ Storm Water ➤ Fleet Maintenance ➤ Parks/Trails/ Open Spaces Planning & Maintenance 	<ul style="list-style-type: none"> ➤ Leverage Technology Systems ➤ Align systems with strategic corporate priorities ➤ IT Infrastructure ➤ 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"> ➤ Economic Development Strategy ➤ Community Investment Marketing ➤ Corporate Liaison ➤ Community Improvement Plan - Financial Incentive Program 	<ul style="list-style-type: none"> ➤ Recreation & Culture Programs ➤ Seniors Activities ➤ 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"> ➤ Customer Service / Call Centre ➤ Customer Service Excellence ➤ Internal & External Customer Service ➤ Community Survey ➤ Customer Service Development Opportunities 	<ul style="list-style-type: none"> ➤ Newmarket Connections ➤ Administration Services ➤ Research Services ➤ Seniors Services ➤ Adults Services ➤ Childrens Services 	

Note: CEO, Library reports to Library Board
CYFS reports to Joint Council Committee

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

SUMMARY OF FULL TIME EQUIVALENTS BY DEPARMENT

DEPARTMENT	Full-Time	Part-Time	2013 Total	2012 Total	Overall + or Reduction (-)	
					Full-Time	Part Time
Members of Council						
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
CAO's Office						
Office of the CAO	3.00	0.00	3.00	2.34	0.66	0.00
Strategic Initiatives	3.00	0.00	3.00	3.33	0.67	-1.00
Corporate Communications	4.00	0.00	4.00	3.33	0.67	0.00
Human Resources	7.00	0.00	7.00	7.00	0.00	0.00
Total	17.00	0.00	17.00	16.00	2.00	-1.00
Corporate & Financial Services Commission						
Office of the Commissioner	1.00	0.00	1.00	1.57	0.00	-0.57
Information Technology	13.00	0.00	13.00	12.75	1.00	-0.75
Legal Services	4.00	0.00	4.00	4.00	0.00	0.00
Legislative Services	17.00	1.14	18.14	17.14	1.00	0.00
Procurement	4.00	1.71	5.71	5.14	0.00	0.57
Financial Services	17.00	0.86	17.86	17.63	1.00	-0.77
Total	56.00	3.71	59.71	58.23	3.00	-1.52
Development & Infrastructure Services Commission						
Office of the Commissioner	3.00	0.00	3.00	1.00	2.00	0.00
Engineering Services	15.00	0.00	15.00	14.00	1.00	0.00
Planning & Building Services	18.00	0.00	18.00	18.00	0.00	0.00
Public Works Services	89.00	1.00	90.00	90.00	0.00	0.00
Total	125.00	1.00	126.00	123.00	3.00	0.00
Community Services Commission						
Office of the Commissioner	1.00	0.00	1.00	3.00	-2.00	0.00
Customer Service	9.00	1.47	10.47	10.48	0.00	-0.01
Economic Development	3.00	0.00	3.00	3.00	0.00	0.00
Recreation & Culture Services	32.00	0.63	32.63	32.63	0.00	0.00
Total	45.00	2.10	47.10	49.11	-2.00	-0.01
Total	247.00	6.81	253.81	250.34	6.00	-2.53