

Organization Chart 03/2010

Essa Public Library Board

COUNCIL

CAO & Deputy CAO
Greg Murphy/Mike Galloway

- Governance
- Long-range & Strategic Planning
- Policy, Decision-Making & Budget-setting
- Community Liaison & Representation
- Corporate Employer
- Corporate General Mgmt
- Council Liaison
- Human Resources

Corporate Services
Mike Galloway

- Commissioner of Oath & Signatory
- Council Services
- Municipal Clerk
- Elections
- MFOI Requests & MFIPPA
- Legal Services & Contracts
- Corporate Communications
- Corp Records Mgmt
- Licensing & Permits
- Legislative Research
- By-law prep/review
- Accessibility Comm
- Vital Statistics
- Policy Research & Development
- Cemeteries
- Website
- IT Coordination
- Corp Reception & Customer Service
- By-law Enforcement
- Inventory Control

Financial Services
Julie Barrett

- Financial Planning
- Budgeting
- Tax Billing & Collect
- Tax Certs & Sales
- Accting - AR, AP, GL, Maintenance Cash Receipts
- Corp Cash Control
- Comp, Payroll & Benefits
- Banking & E-Comm
- Investments
- Financial Reporting & Performance Measures
- Year-end Audits
- Signatory
- Insurance Contracts
- Water Billing Contract
- Water Meter Reads
- Purchasing

Planning & Development
Colleen Healey

- Planning Policy
- OP Review
- Special Studies
- Development Applications
- Subdiv Rev & Agreements
- Water & Sewer Allocation Updates
- Zoning By-law Prep & Admin
- Ec Dev Committee
- C of A
- OMB Representation
- Plans Review

Building
Heather Rutherford, CBO

- Building Permits
- Building & Septic Inspections
- Water & Sewer Connection/Inspection
- Public Safety

Fire/Rescue Services
Paul Macdonald

- Fire Prevention
- Fire Inspections
- Public Education
- Firefighter Training
- Equip/Apparatus/Stn Maint
- Emergency Response
- Fire Suppression
- Emergency Rescue
- MVAs
- Medical (Tiered Response)
- Emergency Planning
- Emergency Mgmt
- Fire Master Planning
- Fire Investigations
- OFM Liaison
- Incident Reporting
- Supplies/Inv Control
- Burn Permits
- Contracts/Reciprocal Agreements
- Dev/Plans Review

Public Works
Greg Murphy

- Engineering
- Infrastructure Planning
- Plans Review & Approvals
- Project Management
- Design and Construction
- Engineering Consultant Coordinator
- Winter Control
- Boundary Agreements
- Road Closures & Permits
- Administrative Support
- Water Distribution & Well Maintenance
- Sewage Treatment & Wastewater Collection
- Fleet & Equipment Management
- Roads Operations & Maintenance
- Street Light Installation & Maintenance
- Drainage Superintendent
- Specifications & Tenders for PW/Roads
- Contract Administration for PW/Roads
- Coordination of Engineering Approvals

Parks & Recreation
Diane Straus, Recreation
Ken Koopmans, Parks

- Recreation Master Planning
- Parks & Rec Committee & Secretariat
- Facility Renovation/Construction
- Arena/Community Centre Operation & Maintenance
- Facility Rentals
- Parks & Trails Maintenance
- Summer Camps & School Break Camps
- Program Registration
- Special Events & Partnerships
- Sport & Community Group Liaison