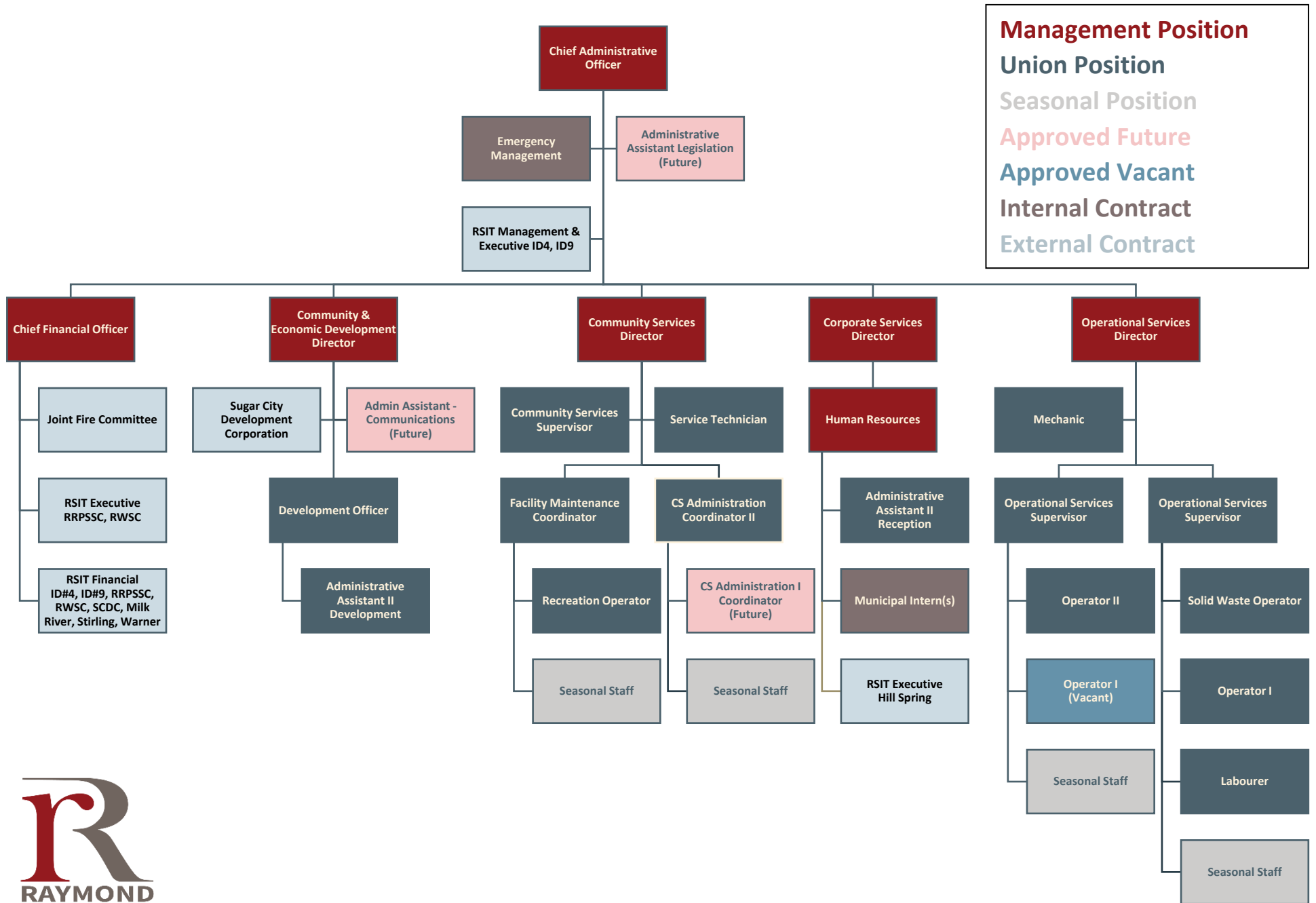


PROPOSED – 2023 Town of Raymond Organizational Structure [Dec 2022]



Chief Administrative Officer

Reports to Council

Functional Areas

1. Capital Project Oversight
2. Collective Bargaining
3. Council
 - a. Agenda Preparation
 - b. Bylaw & Policy Development
 - c. Municipal Records Management
4. Department Oversight
5. Elections
6. Emergency Management
7. Environmental Sustainability
8. Freedom of Information & Protection of Privacy
9. Management
10. MLA & MP Relations
11. Operational Budget Development & Oversight
12. Organizational Structure
13. Legal Counsel
14. Performance Evaluations of Department Directors
15. Provincial Department Relations
16. RSIT Management, Expansion & Executive Contracts
17. Strategic Planning

Chief Financial Officer

Reports to Chief Administrative Officer

Functional Areas

1. Annual Strategic Reporting
 - a. Benchmark Comparison Report
 - b. Budget & Business Plan
 - c. Municipal Solar Initiative - Analysis
 - d. Southern AB Municipal Service Rate Survey
2. Asset Management
3. Audit & Finance Committee
4. Audited Financial Statement Preparation
5. Budget Development and Monitoring
6. CAO Support
7. Electricity & Natural Gas Retailers
8. Fees & Charges Schedule
9. Fiscal Forecasting
10. Franchise Fees
11. Grants
12. Investment Strategies
13. Joint Fire Services Committee
14. Performance Evaluations
15. RSIT Executive Services Contracts
16. RSIT Financial Services Contracts

Community & Economic Development Director

Reports to Chief Administrative Officer

Functional Areas

1. Analytics
2. Branding
3. Brownfield Reclamation Administration
4. Broadway Theatre & Drive-In Events
5. CAO Support
6. Clean Energy Improvement Program
7. Communications
8. Economic Development
9. EV Charging Stations
10. Facility Security
11. Historic Resources
12. Information & Technology Management
13. Marketing, Tourism & Wayfinding
14. Municipal Planning Commission
15. Municipal Solar Initiative – Public
16. Performance Evaluations
17. Rural Water
18. Sports Tourism Attraction Initiative
19. Sub-division & Development Department
20. Telecommute Attraction Initiative

Community Services Director

Reports to Chief Administrative Officer

Functional Areas

1. Capital Projects
2. Cemetery Maintenance
3. Cultural Facilities
 - a. Community Centre
 - b. Museum
 - c. Seniors
4. Events & Programming
5. Fleet Management
6. On-Call Availability
7. Recreational Facilities
 - a. Centennial Park
 - b. Hell's Creek Golf & Footgolf Course
 - c. Parks, Playgrounds, Trails
 - d. Perrett Park Campground
 - e. RV Dump
 - f. Victoria Sports Park
8. Parks & Green Space Maintenance
9. Performance Evaluations
10. RCMP Building
11. Sponsorship

Corporate Services Director

Reports to Chief Administrative Officer

Functional Areas

1. Accounts Payables & Receivables
2. Assessment & Taxation
3. Banking
4. Cashflow Management
5. Employee Benefits
6. Human Resources
7. Insurance
8. Investment Strategies
9. Municipal Intern Management
10. Municipal Records Management
11. Municipal Utilities Billing
12. Office Administration
13. Operational Health & Safety
14. Payroll and Pension Management
15. Performance Evaluations
16. RSIT Executive Services Contracts
17. RSIT Financial Services Contracts
18. Telecommunications Management
19. Truth & Reconciliation Committee

Operational Services Director

Reports to Chief Administrative Officer

Functional Areas

1. Aggregate Stockpiles
2. Brownfield Reclamation Operations
3. Capital Projects
4. Cemetery Graves
5. Demolition Projects
6. First Call Response
7. Fleet Management
8. Inventory Management
9. On-Call Availability
10. Operations Yard
11. Performance Evaluations
12. Snow Removal & Fencing
13. Stormwater Management
14. Third Party Utility Infrastructure Coordination
15. Transportation Infrastructure
16. Water Distribution & Treatment Infrastructure
17. Waste Management Infrastructure
18. Wastewater Collection and Treatment Infrastructure
19. West Nile Prevention Program