

Township of Brock Department Overview Presentation & Municipal Election

Mayor's Networking Business Breakfast

Beaverton
April 25, 2018

Organizational Structure

- Township divided into 5 administration units all of which report to the CAO & Municipal Clerk (CAO), who is ultimately responsible and reports directly to the 7 elected members of Council
- Departments: Clerk's Administration, Treasury, Fire, Building, Public Works
- Organizational structure is similar to other municipalities

Clerk's/Administration Responsibilities



- CAO provides advice to Council and is responsible for supervision of all staff
- Statutory duties of Clerk (agendas & minutes of Council, support services to Council, by-law & lottery licensing, freedom of information, vital statistics, elections, preparing reports, recommendations, and by-laws on a variety of matters)
- Advice and support to Council appointed committees

Clerk's/Administration Responsibilities



- Co-ordination of economic development activities (with assistance from Regional staff)
- Co-ordination of all planning matters & applications
- By-law Enforcement, Canine Control, & School Crossing Guards

Clerk's/Administration Staffing



- Deputy Clerk, 2 Clerk's Assistants, By-law/Canine Control Supervisor, 1 By-law Enforcement/Canine Control Officer & 2 Part-time staff (By-law Enforcement/Canine Control)
- Township Planner (presently vacant)
- School Crossing Guards: part-time positions working a split shift (am, noon, pm)

Treasury Responsibilities



- Co-ordinate annual budget, monitor payables and receivables, prepare monthly monitoring reports to Council & Province (as required), payroll administration, preparation of all required information for auditors (year end statements, etc.)
- Tax Collection: preparation of tax bills, working with Assessment Office, tax sales

Treasury Staffing

- Treasurer
- Tax Collector
- Accounts Receivable Clerk (issuing invoices, payment follow-up, payroll preparation)
- Accounts Payable Clerk (processing purchase orders, posting expenditures)

Fire Responsibilities



- Mandated by Province: fire prevention, suppression, education, emergency planning
- Acquisition of equipment, develop training programs, education of the public, building inspections
- Emergency planning: develop training and exercise programs, public education, etc.

Fire Staffing



- Full-time Chief
- Full-time Deputy Fire Chief (Fire Prevention Officer)
- 3 District Hall Chiefs
- 80 volunteer (paid) firefighters in 3 halls (Beaverton, Cannington, Sunderland)

Building Responsibilities

- Ensure new buildings & renovations to existing buildings comply with Ontario Building Code: plans examination, inspection, issuance of permits
- Administers Property Standards By-law complaints related to buildings & Fill by-law permits

Building Staffing

- Chief Building Official
- Deputy Chief Building Official/Inspector
- Clerk-Receptionist (accepts applications, provides counter and telephone advice, schedules inspections, co-ordinates quarterly reports to Council)

Public Works Responsibilities



- Largest department within municipality (staff and budget!); 350 km of paved and gravel roads, 99 bridges and culverts
- Roads: gravelling, reconstruction, shoulder ditching & mowing, storm drainage, snow removal, sign placement, street lights, tree & brush removal, sidewalks; municipal parking lots; maintenance of Beaverton dam; on-call patrols, snowplowing and de-icing operations

Public Works Responsibilities



- Facilities: 3 arenas, 5 town halls (Beaverton, Cannington, Sunderland, Wilfrid, Manilla), Municipal Office (Cannington), 2 medical centres, beaches, Thorah harbour (owned) and Beaverton harbour (managed for federal government), cemeteries, parks/playgrounds, and vacant property maintenance
- Facilities maintenance includes building upkeep, general repairs, and monthly inspections, etc.
- Recreation & Leisure: Co-ordinate with external groups, programming, and day camp.

Public Works Staffing



- Director (Township office)
- Supervisor of Operations (Works Depot: day-to day supervision of Works staff)
- Facilities Co-ordinator (Township office: day-to-day supervision of Arena staff)
- Recreation & Leisure Co-ordinator
- Clerk- Receptionist (counter & telephone reception, work orders, locate requests, account reconciliations)

Public Works Staffing



- 12 outside Works staff (heavy equipment operators, light machinery operators, labourers, & casual labourers)
- 6 Arena staff (upkeep and maintenance of arenas and parks)

Municipal Election 2018

- 2018 Municipal Election is October 22, 2018
- Election will be conducted by vote-by-mail
- Nominations for the election will be accepted for Mayor, Regional Councillor, and Ward Councillors commencing May 1, 2018
- Additional information available in the Clerk's Department or www.townshipsofbrock/election



Contact Information

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