

## POLICE

The **Police Department** is responsible for;

- **Public Safety** - Provide public safety and protective services to all Town residents and visitors.
- **Law Enforcement** - Enforce provincial statutes (e.g. Highway Traffic Act), municipal bylaws not administered by the By-law Officer, and federal statutes as appointed.
- **Maintain peace and good order** within the community and encourage reasonable tolerance and respect for one another.

The positions in this department are;

- Police Chief
- Sergeant
- Regular & Special Constables
- Receptionist

## FIRE

The **Fire Department** is responsible for;

- **Fire & Rescue** - Providing fire suppression, fire protection and rescue services.
- **Safety Education** - Supplying the Community with educational skills in areas of in-school fire awareness programs, Emergency Response Plans for residential and business occupancies and Portable Fire Extinguisher training.
- **Inspections** - Providing related Fire safety code inspections.
- **Environmental Protection** - Providing assistance in environmental protection, which includes recycling of Home Hazardous Waste Roundup and response to Toxic Spills
- **Disaster Services** - Coordinate planning and provision of disaster services in cooperation with all protective and support services, Manitoba Emergency Measures Organization and mutual aid partners, including corporate business continuation planning.

The positions in this department are;

- Fire Chief
- Deputy Fire Chief
- Fire Captains
- Training Officer
- Volunteer Fire Fighters

## COMMUNITY DEVELOPMENT

The **Community Development Department** is responsible for;

- **Economic Development** - Support and facilitate desired commercial and industrial development consistent with Council policy direction and the Municipal Development Plan.
- **Strategy** - In consultation with Morden Community Development Corporation Board of Directors develop and implement an economic development strategy.
- **Promotion** - Identify, encourage and deliver in partnership with local businesses targeted business promotion and community marketing campaign.

Positions in this department are;

- Community Development Officer

## COMMUNITY RESOURCES

The **Community Resources Department** is responsible for;

- **Communication** - Providing priority information to residents and other select target markets regarding Council policy direction with the intent to inform and engage citizens – using News Releases, Quarterly Newsletter & Website
- **Website** - Maintain the municipal website. Guide creative development and administer content of Town website.
- **Marketing** - Prepare marketing and promotional materials to support the Town's community economic development strategy, Town services and departments.
- **Grants** - Develop, and maintain information regarding Government & Foundation funding and assist community organizations in sourcing this funding information.

Positions in this department are;

- Community Resources Officer



## TOWN DEPARTMENTS AND THEIR ROLES

*Consider a career in municipal government – the opportunities are amazing!*

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# ADMINISTRATION

The **Chief Administrative Officer (CAO)** is responsible for;

- **Leadership** - Providing leadership and direction to the management team.
- **Advisor** - Advises Council on strategy and policy with regard to land use planning and economic development.

The **Executive Assistant** is responsible for;

- **Human Resources** – recruitment, compensation system, employee benefit programs and personnel policies.
- **Recording Secretary** – records all Council and Committee meetings, prepares agendas, minutes, correspondence and reports.
- **Key Customer Services** – Day to day operation of the Civic Centre office.
- **Special Events Co-ordinator** – arranges special events.

The **Finance & Administration Department** is responsible for the following;

- **Planning Services** – Administer and provide assistance on planning and development related applications ensuring consistency with Council policy direction and the Municipal Development Plan and Zoning By-Laws.
- **Corporate Services** – Guide and administer the corporation and maintain corporate records and management systems following Provincial Legislation.
- **Financial Services** – Provide corporate financial and general accounting services or direction, co-ordinate budget processes and communicate corporate fiscal information to our stakeholders.

The following is a list of positions within this department;

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| <ul style="list-style-type: none"> <li>▪ Chief Administration Officer</li> <li>▪ Executive Assistant</li> <li>▪ Director of Finance &amp; Administration</li> <li>▪ Tax Roll Clerk</li> <li>▪ Accounts Payable/Payroll Clerk</li> <li>▪ Receptionist Clerk</li> <li>▪ Water Billing / Accounts Receivable Clerk</li> <li>▪ Caretaker</li> </ul> |
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# COMMUNITY SERVICES

The **Community Services Department** is responsible for the following;

- **Open Spaces** – maintain public parks, sports fields, playgrounds, pathways, natural areas, cemetery grounds. Establish and implement restorative measures to protect Dead Horse Creek. West Nile Virus and Dutch Elm Disease Control
- **Client Services** – Manage bookings, registrations, cash receipting and admissions.
- **Aquatic Services** - maintain the aquatics area of Lake Minnewasta.
- **Indoor Facilities** – maintain the arenas, meeting rooms, lobby and offices. Provide public and private recreation opportunities.
- **Beach & Campground** – maintain Lake Minnewasta recreation area.
- **Community Programs** – provide life long skill development opportunities which encourage a healthy lifestyle and active mind.
- **Community Justice Services** – encourage and assist victims of crime and offenders to jointly develop compensation plans.
- **By-Law Enforcement** – communicate and investigate concerns and complaints. Undertake enforcement of By-laws, policies, legislation as required in order to ensure community-wide compliance.

The following is a list of positions within this department;



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|--|---|
| <ul style="list-style-type: none"> <li>▪ Director</li> <li>▪ Program Co-ord.</li> <li>▪ Rec Ctr Office Staff</li> <li>▪ Beach Office Staff</li> <li>▪ Program Staff</li> <li>▪ Head Caterer</li> <li>▪ Catering Staff</li> </ul> | <ul style="list-style-type: none"> <li>▪ Parks Manager</li> <li>▪ Parks Staff</li> <li>▪ Facilities Mgr</li> <li>▪ Facilities Foreman</li> <li>▪ Maintenance Staff</li> <li>▪ Beach Maint Staff</li> <li>▪ Justice Co-ord.</li> <li>▪ By-Law Officer</li> </ul> |
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# PUBLIC WORKS

The **Public Works Department** is responsible for the following;

- **Utilities** – Provide safe potable water in compliance with government regulations. Collect, treat and release wastewater while protecting the environment and being in compliance with government regulations.
- **Transportation** – Provide maintenance, renewal and repair services to the Town's equipment, streets, lanes, sidewalks, street lights and traffic control devices. Monitor and repair the Town's storm water and sanitary sewer collection systems.
- **Solid Waste Services & Recycling** – providing a weekly residential solid waste pickup and transport to landfill and provide a comprehensive bi-weekly pickup recycling program. Ensure a drop off area and community compost area.
- **Engineering Services** – provide leadership and direction in the planning, design, construction and rehabilitation of the Town's transportation and utility infrastructure as well as new development and subdivision applications. Assist in the development of the Town's expanding industrial and commercial areas.
- **Information Technology** – Develop, update and deliver Geospatial Information Systems (GIS) and mapping services.

The following is a list of the positions within this department;



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| <ul style="list-style-type: none"> <li>▪ Director</li> <li>▪ Planning/Engineering Assistant</li> <li>▪ Foreman – Water Treatment Plant</li> <li>▪ Water Plant Operator</li> <li>▪ Foreman Streets &amp; Public Works</li> <li>▪ Heavy Equipment Operators</li> <li>▪ Equipment Operators</li> <li>▪ Equipment Maintenance Technician</li> <li>▪ Foreman Utility Operations</li> <li>▪ Utility Technician</li> </ul> |
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