



Corporation of the Municipality of Temagami

Memorandum to Council

Memo No.
Memo 2019-M-032

Staff
 Committee

Subject: Organizational Chart

Agenda Date: January 24, 2019

Attachments:

RECOMMENDATION

That Council receive Memo 2019-M-032

And further that Council approves the position changes as outlined in the Organizational Chart.

INFORMATION

In 2018, part of the process completed by Council to hire a Treasurer/Administrator was to combine the position of Chief Administrative Officer and the position of Treasurer. At that time there were no alterations made to the Organizational Chart of the Municipality.

Attached to this Memorandum is a draft updated Organizational Chart. At present, changes proposed deal with the administrative functions only. Changes include changing the 'Accounting Clerk' to Data Entry Clerk/Office Assistant' to reduce the confusion of positions contained in various pieces of legislation we follow and what the duties of the position are. One change would be to move the position of 'Special Projects Coordinator' to that of 'Deputy Treasurer'. Presently, this position is responsible for payroll and related Human Resource functions as well as maintaining our grant files and coordinating most of our IT issues with our contractor, all of which are duties that typically would be the responsibility of the Treasurer and/or Deputy Treasurer.

Once the Organizational Chart has been approved, the next step will be to ensure our Job Descriptions accurately outline the duties and how the municipal work is divided among our positions.

Prepared by:

Reviewed by:

Craig Davidson, Treasurer/Administrator
Name, Position

Name, Position

Municipality of Temagami – Organization Chart

