

Department Roles & Responsibilities

Development Services

- ❖ Planning
- ❖ Economic Development
- ❖ Bylaw Services
- ❖ Building Inspection
- ❖ Heritage Protection
- ❖ Transit
- ❖ Front Counter Reception Backup
- ❖ Office supply purchasing
- ❖ Health & Safety

Corporate Services

- ❖ Council Administrative Functions
- ❖ Risk Management Administration
- ❖ Drafting of Bylaws & Agreements
- ❖ Records Management Administration
- ❖ Implement directives of Council and CAO
- ❖ Legal Documents
- ❖ Emergency Management
- ❖ Contract Management
- ❖ Municipal Elections/Other Voting
- ❖ Liaise with Town Solicitor
- ❖ Airport Management
- ❖ Front Counter Reception
- ❖ Health & Safety
- ❖ Communications

Operational Services

- ❖ Sewer
- ❖ Water
- ❖ Roads
- ❖ Building/Town Owned Property Maintenance/Cleaning
- ❖ Cemetery
- ❖ Parks
- ❖ Lighting
- ❖ Signage
- ❖ Health & Safety
- ❖ Fleet Management
- ❖ Asset Management
- ❖ Deputy Subdivision Approving Officer
- ❖ Public Works Supplies ordering
- ❖ Oversight of Capital & Operational Projects

Finance Services

- ❖ Accounts Payable
- ❖ Accounts Receivable
- ❖ Payroll
- ❖ Water Meter Management
- ❖ Tax Collector
- ❖ Grant Management
- ❖ Banking
- ❖ Financial Bylaw Preparation
- ❖ Year End
- ❖ Financial Administrative Processes
- ❖ Asset Management
- ❖ Budget Preparation
- ❖ Solid Waste Services
- ❖ Information Technology

Operations Roles & Responsibilities

- ❖ Sewer
 - Reclaimed water system
 - Reporting to Ministry of Environment
 - Line flushing
 - Locates
 - Sewer Pre-Treatment @ PW
 - Sewer Treatment @ Topping Lake
 - Various Testing
 - Lift Station Maintenance
 - On Call Response
- ❖ Water
 - In-town/Rural water
 - Rural domestic & irrigation water applications
 - Irrigation systems & Pumphouses
 - Irrigation Canal upgrades & cleaning
 - Late water applications
 - Testing (weekly)
 - Reporting to IHA (conditions on permit)
 - Cross Connection Control Program (administration & inspection)
 - Fire Hydrants maintenance
 - Adjusting Tucelnuit Lake levels
 - Water Line flushing & valve exercising
 - Locates
 - On Call Response
 - Assist with water meter troubleshooting
- ❖ Roads
 - Benches & commemorative donations
 - Sidewalks
 - Boulevards
 - Storm Drainage (clean, trouble shoot, add)
 - Road Closures (notify EMS / School District)
 - Snow removal
 - Street Sweeping
 - Street lights
 - Street Signage
 - Shallow Utility Approvals (FortisBC, Telus, Eastlink...)
 - Boulevard Tree Maintenance & Inventory
 - Line Painting (contract)
 - Crack Sealing (contract)
 - Dust Control
 - Pot Hole repair
 - Maintenance at Lake Access points
- ❖ Building/Town Owned Property
 - Maintenance – equipment & inside/outside of buildings
 - Sprinkler/fire suppression systems
 - Alarm systems
 - Maintain/report Leased lands
 - Airport
 - *Irrigation system*
 - *Mowing*
 - *NOTAM's*
 - *Runway & Taxiway Maintenance as needed*
 - *Maintenance of Rodeo Grounds as needed*
 - *Snow removal*
 - *Sweeping (as needed)*
- ❖ Cemetery
 - Administration
 - Legislative Permits/obligations
 - Interments
 - Ordering plaques and liners
 - Maintenance/improvements
 - Full burials/cremations
 - Exhumations
- ❖ Parks
 - Entrance signs
 - Maintenance; Fairview, 103, Gala & Kiwanis Parks and Bridge Park
 - Downtown Maintenance; planters, hanging baskets & furniture
 - Hike & Bike (east side only)
 - Trail Maintenance (various)
 - Garbage Can Collection
 - Irrigation
 - Hand watering various trees/plants in different areas (weekly)
 - Park Run (twice a week – clean-up/garbage pick-up)
 - Improvement designs
- ❖ Health & Safety
 - Health & Safety Consultant
 - Compliance with WorkSafeBC
 - Training for staff
- ❖ Fleet Management
 - Maintenance of fleet
 - GPS tracking management
- ❖ Asset Management
 - Managing Infrastructure
 - Data Management
- ❖ Deputy Subdivision Approving Officer
 - Review subdivision Servicing
 - Review Development Permits
 - Town Crews Servicing for small Subdiv's
- ❖ Public Works Supplies ordering
 - Cleaning/Toiletry Supplies for each building
 - Hand tools
- ❖ Oversight Capital & Operational Projects
 - Capital & Operation Contracts
 - Budgeting
 - Work with Engineers and Contractors on various projects
- ❖ Services
 - Spring / Fall Chipping Program
 - Weather Reporting (Environment Canada)
 - Work Orders
 - Special Event Reviews (barricades & cone deliveries)
- ❖ Bylaw Enforcement Assistance
 - Signage Installation when needed

Finance Roles & Responsibilities

❖ Accounts Payable

- Payment processing
- Cheque processing
- School Tax – monthly
- Regional District, Regional Hospital District, BC Assessment

❖ Accounts Receivable

- General invoicing
- Water & Sewer invoicing
- Solid Waste invoicing
- Property Taxation
- Business Licensing

❖ Water Meter Management

- Collecting meter consumption data
- Meter inventory
- Meter maintenance
- Prepare consumption reports

❖ Payroll

- Bi weekly payroll
- Bi weekly remittances to Receive General & Pension Corp
- Benefit management
- T4 preparation
- Annual reconciliation for Pension, Worksafe BC & Receive General

❖ Tax Collector

- Tax Rate Calculation
- Tax Notice preparation
- Tax Sale process

❖ Grant Management

- Creating work orders for individual grants
- Preparation and filing of grant claims
- Liaise with Ministry relating to eligibility of expenditures

❖ Banking

- Electronic transfers
- Preparation of bank deposits
- Monthly bank reconciliation
- Cash flow management
- Investment of surplus cash
- Investment policy management

❖ Financial Bylaw Preparation

- Water & Sewer User Fees
- Parcel Taxes
- Solid Waste Recycling User Fees
- 5 year financial plan
- Tax Rates
- Tax exemptions
- Fees & Charges Bylaw
- Loan Authorization
- Security Issuing
- Short-term borrowing
- Revenue anticipation borrowing

❖ Year End

- Preparation of working papers
- Analysis of Reserves
- Liaising with Auditors
- Tangible Capital Asset tracking & analysis
- Calculation of mobile fleet surplus/deficit
- Financial statement preparation

❖ Financial Administrative Processes

- Fleet Insurance
- Property Insurance
- Provincial Statistical Reporting
- Health & Safety
- Asset management support

❖ Budget Preparation

- Water, Sewer and Garbage operating and capital
- Fire Department operating and capital
- Analysis of Reserve balances
- General fund operating and capital
- Taxation modeling

❖ Solid Waste Services

- Administration of Recycling, Yard Waste & Garbage

❖ Information Technology

- Hardware and software replacement and maintenance programs administration
- Liaising with third party IT contractor
- Website management
- Phone system management

Development Roles & Responsibilities

- ❖ Planning
 - Subdivision
 - Processing, Issuing Preliminary Statement of Condition
 - Subdivision Approving Officer
 - Land Use Applications
 - Processing, referring to various agencies, Council reports, preparing bylaws.
 - Application types:
 - Zoning & OCP
 - Development Permits
 - Development Variance Permits
 - Temporary Use Permits
 - Cannabis/Liquor Consent
 - ALC referrals
 - Heritage Protection
 - Manage community heritage list, identifying potential sites
 - Affordable Housing
 - Planning and identifying potential locations
 - Transit Planning
 - Liaise with RDOS and BC Transit
- ❖ Business Licensing
 - Processing, reviewing and issuing licenses
 - Inspections
- ❖ Economic Development
 - Downtown Revitalization
 - Grow Oliver
- ❖ Bylaw Services
 - Complaints
 - Animal Control
 - Bylaw Compliance
 - Ticketing
 - Patrolling
- ❖ Building Inspection
 - Processing, reviewing and issuing permits
 - Inspections
- ❖ Front Counter Reception Backup
 - Phone calls, in-person inquiries
- ❖ Office supply purchasing
- ❖ Health & Safety

Corporate Services Roles & Responsibilities

- ❖ Administrative Functions related to:
 - Meeting Agendas, Minutes, Council Action
 - iCompass Meeting Manager and Trackers
 - Bylaws
 - Policies
 - Records
 - Document Access & FOI processing
 - Certifications & Oaths – Commissioner for BC Affidavits
 - Acceptance of Notices
 - Custody of Corporate Seal
 - Convention/Travel arrangements
 - Council Communication
 - Website
- ❖ Risk Management Administration
 - Receive & process insurance claims
- ❖ Drafting of Bylaws & Agreements
- ❖ Records Management Administration
 - Laserfiche
 - Electronic data storage
 - File Retention/Disposition Program
 - Paper documents
- ❖ Implement directives of Council and CAO
- ❖ Legal Documents
 - Preparing and Reviewing
- ❖ Emergency Management
 - Planning & Operations of EOC
 - Emergency Social Services
- ❖ Contract Management
 - Municipal lands & SRoW
 - Drafting & updating of Town lease agreements
 - Legal Document Filing (LTO)
- ❖ Municipal Elections/Other Voting
- ❖ Liaise with Solicitor on legal matters relating to the Town
- ❖ Airport Management
 - Oversee Airport Manager
 - Airport use negotiations
- ❖ Front Counter Reception
 - Reception & Customer Services
 - Telephone System Key Operator
 - Customer Cash Receipting
 - Postage Machine Key Operator
 - Mail Receipt and Distribution
 - Council Reading File
 - Organize Council Dinners and Maintains Chambers
 - Development Services Back Up
- ❖ Health & Safety
- ❖ Communications
 - Social Media
 - PSA
 - Oliver News Quarterly Newsletter