

Organizational Chart by Service

Finance

Management Oversight:
Director of Finance

Community Services

Management Oversight:
Manager of Community Services

Development, Engineering & Operations

Management Oversight:
Director of Development, Engineering & Operations
Manager of Operations, Manager of Development & Trades, Manager of Utilities

Protective Services

Management Oversight:
Manager of Protective Services/Fire Chief
Deputy Fire Chief

Corporate Services

Management Oversight:
Manager of Corporate Services

Boards and Committees:

The Finance Department is not directly involved with any Boards or Committees

Boards and Committees:

Family and Community Support Services Board, Parks and Recreation Authority, Pass Powderkeg Ski Society, Pass Pool Society

Boards and Committees:

Municipal Planning Commission, Municipal Historic Resources Board, Subdivision and Development Authority Appeal Board

Boards and Committees:

Agriculture Services Board, Protective Services Advisory Committee

Boards and Committees:

Joint Occupational Health and Safety Committee, Joint Job Evaluation Committee

Accounting and Financial Controls

Reconciles general ledger, ensures sound financial processes are followed

Ski Hill Operations

Operates the Pass Powderkeg Ski Hill

Wastewater Treatment and Collection

Processes wastewater, operates and maintains the wastewater collection infrastructure according to AB Enviro, Environment Canada, and Municipal operating licenses and requirements. Performs repairs and regular maintenance of said infrastructure

Agriculture and Environmental Services

Enforcement of Weed Control Act, Soil Conservation Act, Agriculture Pests Act. Manages the Municipal program including grant applications and contracts

Human Resources

Provides Human Resources to all FTE, seasonal, temporary, and Fire Rescue employees including hiring, transfers, benefit administration, pension, disability management, Workers Compensation, training, labour relations, and Human Resources Strategy

Accounts Payable

Processes invoices for payment

Pass Community Pool

Operates the swimming pool on a seasonal basis

Water Treatment and Distribution

Treats water and operates the water distribution infrastructure according to Alberta Environment, Environment Canada, and Municipal operating licenses and requirements. Performs repairs and regular maintenance of said infrastructure

Fire Extinguishers

Service, recharge, refill fire extinguishers

Freedom of Information

Administers Access Requests and privacy requirements under the Freedom of Information and Protection of Privacy Act

Financial Statements and Reporting

Preparation of statements and reports for Council and Administration

Facility Operation

Ice making & maintenance, custodial, event supports, etc. for Sports Complex, Albert Stella Arena, Elks Hall, MDM

Fire Rescue

Emergency Response, fire safety codes, education

Front Line Office Support

Answers phones, assists customers, processes payments

Budget Preparation

Prepares triennial and annual budgets

Walking Trails

Maintenance of the trail system

Facility Maintenance

Maintenance and repair of Municipal buildings and infrastructure

FireSmart

Wildfire mitigation, wildfire response

Health and Safety

Administers the Health and Safety Program

Grant Reporting

Prepares reporting of infrastructure project funding and expenditures for grants. Assists departments with applications.

Cemeteries

Maintenance and plot services

Development and Safety Codes

Land development- safety codes & development permits, business licensing, compliance certificates

Search and Rescue

Communications

Advertising, newsletters, press releases, social media, website

Information Technology

Coordinates information technology needs across the organization

Cross Country Ski Trails

Grooming of the Cross Country Ski trails

Fleet Maintenance

Preventative maintenance and repair on the Municipal fleet

Animal Control

SPCA

Document Management

Coordination and maintenance of the Municipal records - paper and digital

Municipal Insurance

Processes claims, renewals, additions, deletions and vehicle registrations

Event and Facility Booking

Bookings for weddings, community events, private functions

Transportation Network

Street sweeping, snowplowing, signage, pot hole repair, sidewalks, graveling

Enforcement Services

Enforcement of bylaws, Traffic Safety Act, Gaming and Liquor Act, Animal Protection Act, Dangerous Dog Act, Stray Animal Act, Petty Trespass Act, and Tobacco Reduction Act

Payroll

Processes payroll for Municipal, Fire Department, Seasonal and Council

RIDECrowsnest

Operates the community transit system two days per week

Solid Waste Collection and Recycling

Residential solid waste collection and recycling collection point

Pet and Business Licensing

Maintains licensing directory, issues invoices

Meals on Wheels

Meal Delivery service for seniors

Community Clean-Up Initiatives

Service Plus Program and Toxic Roundup

Tangible Capital Assets

Maintains capitalized assets

Recreation Programming

All Municipal recreation programs such as Zumba, gymnastics, Olsen Fitness

Event Coordination

Coordinate municipal community events (eg. Volunteer Appreciation Night, Youth & Seniors' Weeks, etc.)

Community Group Support

Coordinate Council and FCSS grants, leases, contracts, etc. in support of community groups

Utilities

Administers the water-sewer-garbage-recycling levy

Library

Provides Library and other services and programs to meet informational, educational, and recreational needs of the community

Council Boards and Committees

Economic Development Committee

Provides governance, strategic and future direction to the Municipality in accordance with the Municipal Government Act and other applicable legislation, bylaws and policies