

## ORGANIZATIONAL STRUCTURE

<b>POLICY NO.:</b>	CP-177.24
<b>DIVISION DEPARTMENT</b>	Administration
<b>REVIEW PERIOD</b>	Every 3 years or upon Senior Management Team Change

### 1. POLICY PURPOSE

- 1.1 The purpose of this Policy is to establish and ensure that the Town of Blackfalds has an appropriate Senior Management Team Organizational Structure, as developed by the Chief Administrative Officer and approved by Council.

### 2. POLICY STATEMENT

- 2.1 The Town recognizes the importance of governing effectively and how the organization delivers effective, efficient, and desired resources. The Senior Management Team Organizational Structure is an important element in that it dictates the structure of the Senior Management Team that will act to support the Chief Administrative Officer.
- 2.2 As Council believes in the importance of hiring the necessary employees to provide Council-approved services and understands that employees can leave the organization for a variety of reasons. Council will ensure that it has approved the Organizational Structure (as it applies to the CAO and the Senior Management Team) so that any recruitment can be done expeditiously by the Chief Administrative Officer.

### 3. DEFINITIONS

- 3.1 **“Chief Administrative Officer or CAO”** means the individual appointed by Council to the position of Chief Administrative Officer as per the *Municipal Government Act*.
- 3.2 **“Council”** means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act*, of Alberta, as amended.
- 3.3 **“Organizational Structure”** means the reporting structure of the Senior Management Team, including the Chief Administrative Officer. It reflects who reports to whom and the key areas of responsibility for each position. See Appendix A.
- 3.4 **“Senior Management Team”** means the Chief Administrative Officer and the Directors.
- 3.5 **“Town”** means the municipality of the Town of Blackfalds.

### 4. SCOPE

- 4.1 This Policy applies to the Chief Administrative Officer and the Senior Management Team.

## **5. AUTHORITY AND RESPONSIBILITIES**

### 5.1 Council to:

- 5.1.1 Adopt and support this Policy and any amendments by resolution.
- 5.1.2 Review and approve any changes to the Senior Management Team Organizational Structure as proposed by the Chief Administrative Officer.
- 5.1.3 Consider the allocation of resources for the successful implementation of this Policy in the annual budget process.

### 5.2 Chief Administrative Officer to:

- 5.2.1 Maintain the Senior Management Team as per the approved Organizational Structure.
- 5.2.2 Advise Council on the development, implementation, and amendment of this Policy.
- 5.2.3 Provide the Organizational Structure to Council for approval if changes are being proposed at the Senior Management Team level.
- 5.2.4 Inform Council of the hiring of any new Senior Management Team members.
- 5.2.5 Ensure Policy review occurs and verify the implementation of this Policy.

## **6. POLICY**

- 6.1. Council delegates the responsibility of who to hire to the Chief Administrative Officer based on Council's trust in the judgement of the Chief Administrative Officer to retain quality people for each of its Senior Management Team positions in order to ensure that this organization always benefits from the capable leadership that ought to be afforded by a competent, experienced and responsive Senior Management Team.
- 6.2. The Chief Administrative Officer shall have the authority of who to hire and where to place them on the compensation grid and Council will be advised annually by the Chief Administrative Officer as to any recommended changes to the Senior Management Team Organizational Structure.
- 6.3. The Chief Administrative Officer shall take a thoughtful approach to ensure that the vacant skill set is replaced if considered advisable.

## **7. EXCLUSIONS**

7.1. None

**8. SPECIAL SITUATIONS**

8.1. None

**9. RELATED DOCUMENTS**

- 9.1. Appendix A - Organizational Chart
- 9.2. Chief Administrative Officer Bylaw
- 9.3. Grid Administration

**10. END OF POLICY**

-Original Signed-  
\_\_\_\_\_  
Mayor

-Original Signed-  
\_\_\_\_\_  
Chief Administrative Officer

-Original Dated-  
\_\_\_\_\_  
Date

-Original Dated-  
\_\_\_\_\_  
Date

**POLICY RECORD HISTORY**

	Resolution No:	Date
Policy Adopted	<b>022/24</b>	<b>January 23, 2024</b>
Policy Reviewed		
Policy Revised		

**ADMINISTRATIVE REVISIONS**

Date	Description