

Municipal District of Mackenzie No. 23

Title	Organizational Structure	Policy No:	ADM038
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Legislation Reference	Municipal Government Act, Section 201
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Purpose

To establish a process for approving the organizational structure.

Policy Statement and Guidelines

General Guidelines

Council shall approve the organizational chart during the budget process. The approved organizational chart will contain all position titles, the number of employees, and the reporting structure. Administration will present the budget for all positions according to the approved organizational chart.

Administration has the authority to:

- Fill all approved positions,
- Determine the key functions of each approved position, and
- Lay off any excess positions caused by a shortage of work.

In the event that an incremental position is needed, an updated organizational chart will be brought to Council for approval.

Administration is authorized to change the reporting structure temporarily if there are employee vacancies, staff training, et cetera. Temporary, seasonal, and part-time employees may be relocated between offices according to varying workloads, as determined by administration.

Reporting Guidelines

Administration will ensure that Council is current with employee changeovers by providing:

- A monthly update on all position changes, and
- An organizational chart listing all positions and corresponding employees, to be provided annually at the Council Organizational Meeting.

	Date	Resolution Number
Approved	September 24, 2002	02-680
Amended		
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