



Town of Blaine Lake

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Organization Policy	HR-000	077/22	March 29/2022	1	NO

Policy Objective:

To help give directives as to the flow of the organization

Background:

1. Under Section 110 of the Municipalities Act, the Council is to hire a Chief Administrative Officer (Administrator) to help run the overall operations of the municipality. The Council gives direction to the CAO as to what they require to have completed and the CAO directs the staff of the requirements.
 - a. In accordance with the MA, the CAO has the ability to designate duties to others as the CAO sees fit.
2. In order to clarify and organize the Municipality with the various individuals who are employed, direction is needed as to:
 - a. Who the employees report to;
 - b. The job requirements of Employees are as per the Employee Contracts

Policy:

1. Organizational Chart – Schedule A will form how the information is to flow from the various managers and employees.
 - a. Managers of the department answer directly to CAO
 - b. CAO always has direct control over all employees
2. List of Job Duties may change depending on the recommendations of the CAO

HR-000

TOWN OF BLAINE LAKE

Policy Title: Organizational Policy

Date Issued: March 30, 2022 Res # 077/22

Replaced – Res # N/A

Mayor

Certified True Copy of the Original Document

Organizational Chart

March 29/2022

