



Rural Municipality of Meadow Lake #588 Policy

Policy #HR-000

Policy Title: Organizational Policy

Policy Objective: To help give directives as to the flow of the organization	
Authority: Council Resolution #248/19	Dated: November 12, 2019

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 that individual 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

Policy:

1. Organizational Chart – Schedule A will form how the information is to flow from the various managers and employees.
2. List of Job Duties for each Title as per HR-005.
 - a. This list of job duties may change depending on the requirements of the CAO