

Title: Organizational Structure		Policy No.: 03-28
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Legislation Reference:	Municipal Government Act
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Purpose:	An organizational chart visually conveys internal structure by detailing relationships between employees and clearly identifies all team leaders within the organization.
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Policy Statement and Guidelines:	
1 STATEMENT:	
1.1	It is Council's policy to establish an organizational structure that specifies the hierarchy and reporting relationship between various functions and levels of Smoky Lake County to facilitate effective management of the governance, administrative and financial management systems.
2 OBJECTIVES:	
2.1	To provide a clear hierarchy of Smoky Lake County departments and their various working relationships between on another.
2.2	To provide the salary ranges for Out-of-Scope, Non-Union Employees.
3 GUIDELINES:	
3.1	Smoky Lake County Unions: Operating Engineers Local 955 and Canadian Union of Public Employees Local 4575 salary grids are established within each respective Collective Agreement.
3.2	Smoky Lake County Out-of-Scope, Non-Union Employees salary ranges are established by Council.
3.3	The Chief Administrative Officer or designate shall maintain as approved by Council an Out of Scope – Non-Union Employee 11-Step "Salary Pay" Grid illustrating the salary range structure in a Pay Progression Step Program as a series of increments assigned to each employment position of all union-exempt employees.
3.4	The Cost-of-Living Adjustment (COLA) adjustment on the grid scale is adjusted and updated based on the Canadian Union of Public Employees Local 4575 contract negotiations.
3.5	An employee's movement through a predetermined grid within each range will be based on the overall performance as determined by the annual performance review. An employee who is not at the top of their wage range may be eligible for a step increase dependent on their performance, on the recommendation of their supervisor and with the approval of the Chief Administrative Officer.
3.6	All Out-of-Scope, Non-Union Employees' salary ranges shall be reviewed by Council not less than once every three years in a manner to be determined by the Chief Administrative Officer and approved by Council.
3.7	The stipulated amount of merit pay and/or COLA is subject to budget approval.

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4 PROCEDURES:

- 4.1 The Chief Administrative Officer or a designate, as authorized and instructed by Council, will prepare an organizational chart that accurately depicts the chain of authority, and shall be attached hereto as **Schedule "A": Organizational Structure Chart**.
- 4.2 The Chief Administrative Officer or a designate, as authorized and instructed by Council, will maintain an annual salary grid for positions within the Organizational Structure Chart which are identified as "Management" and "Out-of-Scope, Non-Union Employees", and shall be attached hereto as **Schedule "B": Annual Salary Grid for Out-of-Scope, Non-Union Employees**.

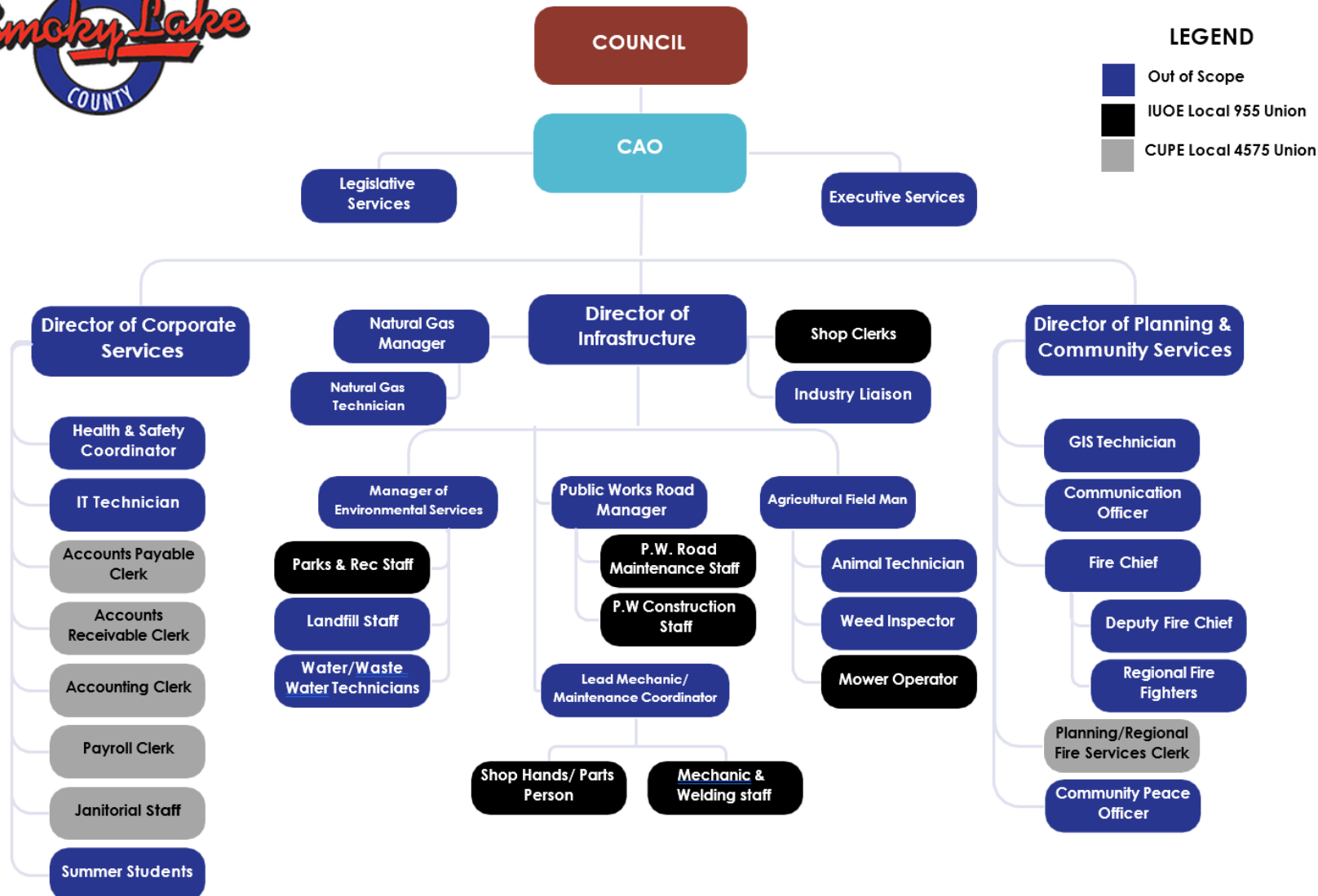
	Date	Resolution Number
Adopted	September 24, 1990	# 538 - Page # 5223
Amended	February 25, 1992	# 245 - Page # 5408
Amended	December 19, 1996	# 133 - Page # 6134
Amended	March 6, 2000	# 310 - Page # 6820
Amended	January 15, 2004	# 255 - Page # 7686
Amended	January 20, 2005	#168 - Page # 7869
Amended	November 2, 2005	# 83 - Page # 8038
Amended	August 17, 2006	# 621-06 - Page # 8186
Amended	June 14, 2007	# 468-07 - Page # 8388
Amended	December 11, 2007	# 118-07 - Page # 8555
Amended	February 21, 2008	# 319-08 - Page # 8612
Amended	February 19, 2009	# 288-09 - Page # 8895
Amended	June 18, 2009	# 592-09 - Page # 9014
Amended	December 8, 2009	# 173-09 - Page # 9177
Amended	June 24, 2010	# 687-10 - Page # 9375
Amended	February 17, 2011	# 333-11 - Page # 9640
Amended	September 22, 2011	# 809-11 - Page # 9831
Amended	October 28, 2011	# 93-11 - Page # 9880
Amended	October 24, 2013	#1071-13 - Page # 10886
Amended Reviewed	May 22, 2014	# 562-14 - Page # 11257
Amended	August 28, 2014	# 739-14 - Page # 11356
Amended	August 24, 2016	# 926-16 - Page # 12352
Amended Reviewed	June 15, 2017	#802-17 - Page # 12707
Amended	April 19, 2018	#498-18 - Page # 13083
Amended	January 31, 2019	#286-19 - Page # 13447
Amended	Jun 27, 2019	#819-19 - Page #13694
Amended Reviewed	August 27, 2020	#1053-20 - Page #14258
Rescinded	April 13, 2023	#494-23 - Page #
Reinstated	October 9, 2025	#855-25 - Page # 16111

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Schedule "A": Organizational Structure Chart



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Schedule "B": Annual Salary Grid for Out-of-Scope, Non-Union Employees