

## COUNCIL POLICY

### ORGANIZATIONAL CHART

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Policy #: A-36-2025

Section: Administration

Legislative Reference: CAO Bylaw 002-2023

#### 1. PURPOSE

1.1 To provide a visual representation of the Town of Smoky Lake's organizational and functional departments.

#### 2. DEFINITIONS

2.1 In this Policy:

- a) "CAO" shall mean the Chief Administrative Officer of the Town of Smoky Lake;
- b) "Chart" shall mean the organizational chart of the Town of Smoky Lake; and
- c) "Town" shall mean the Municipal Corporation of the Town of Smoky Lake.

#### 3. POLICY STATEMENT

3.1 The Town shall maintain a visual representation of its organizational and functional structure.

The visual representation will be in the form of an organizational chart indicating organizational reporting linkages. (Schedule "A")

3.2 The Chart will include the approved names of the organizational departments and position titles. The Chart shall not include individual employee names, email addresses, or telephone numbers.

3.3 The CAO shall exercise authority and responsibility with respect to the organization, supervision, and operation of all Town departments, as per the CAO Bylaw.

3.4 The Chart will be (re)adopted by the Town as changes occur.

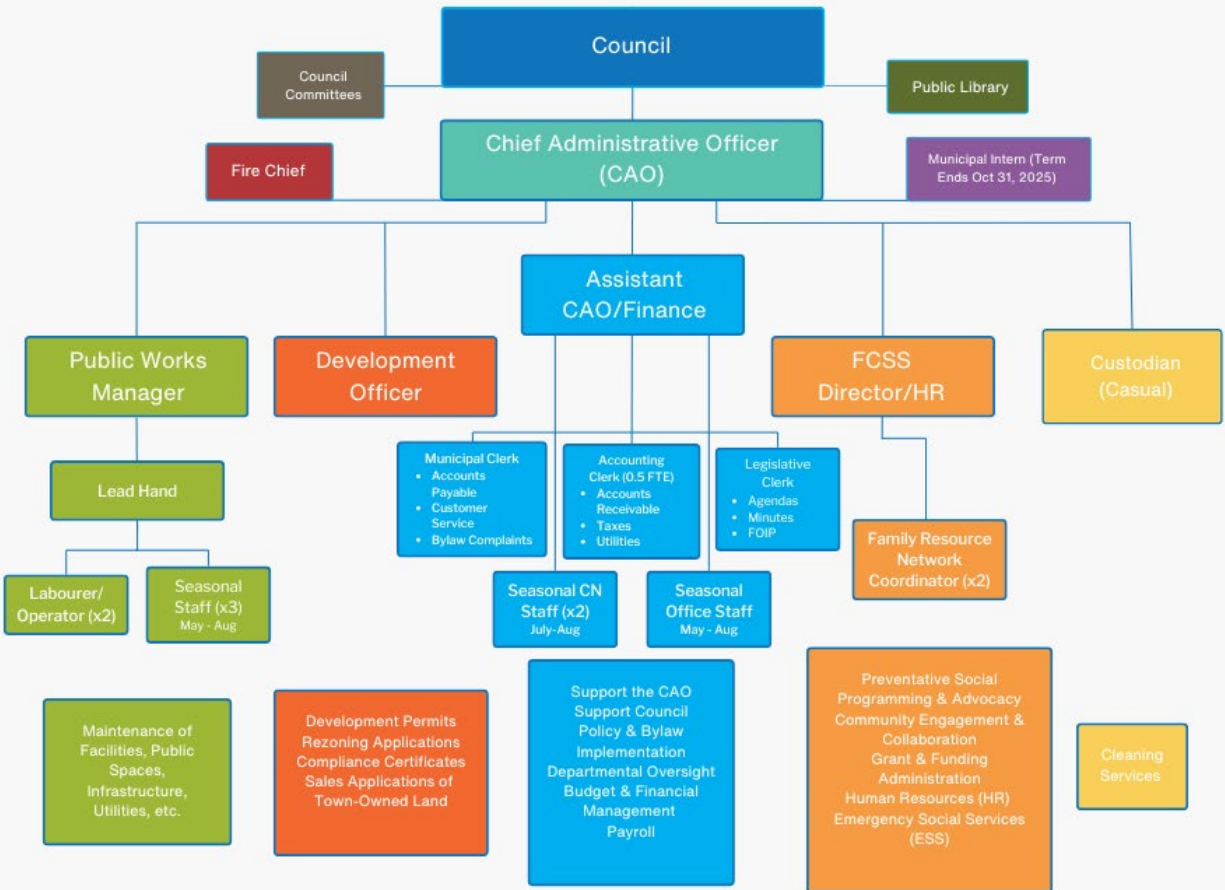
3.5 The CAO will be responsible for maintaining an up-to-date organizational chart for the Town and for ensuring that all departments have access to the most up-to-date versions of the Chart.

	DATE	RESOLUTION NUMBER
Approved	March 10, 2025	Motion: 240-2025

Original Signed  
**Amy Cherniwchan**  
Mayor

Original Signed  
**Dawn Phillips**  
Chief Administrative Officer

**SCHEDULE "A"**



Updated: March 10, 2025

**SCHEDULE "B"**

**Salary Ranges 2025**

**Administration**

<b>Position</b>	<b>Salary Range</b>
Assistant CAO / Finance	\$94,715.26 – \$116,487.82
Development Officer	\$62,991.06 - \$82,189.04
Legislative Services Clerk	\$52,888.51 - \$69,007.50
Municipal/Accounting Clerk	\$47,070.21 - \$61,416.43

<b>Position</b>	<b>Hourly Wage Range</b>
Custodian	\$14.26 - \$18.60

**Public Works**

<b>Position</b>	<b>Salary Range</b>
Public Works Manager	\$78,402.12 - \$102,296.99
Lead Hand	\$62,101.82 - \$81,028.79
Operator (Gas/Water)	\$55,270.40 - \$72,115.34
Labourer	\$52,141.89 - \$68,033.34

**FCSS**

<b>Position</b>	<b>Salary Range</b>
FCSS Director / HR	\$56,061.82 - \$73,147.95

<b>Position</b>	<b>Hourly Wage Range</b>
Family Resource Network Grant Positions	\$22.00 - \$26.00
Newcomer Grant Position	\$20.00 - \$24.73

**Seasonal**

<b>Position</b>	<b>Hourly Wage Range</b>
Public Works	\$17.76 - \$18.84
Administration – Office	\$17.76 – \$18.84
CN Station	\$17.54 - \$18.61