COUNCIL POLICY

ORGANIZATIONAL CHART

Policy #: A-36-2026
Section: Administration
Legislative Reference: CAO Bylaw

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
Amended	October 20, 2026	Motion: 528-2026

Original signed

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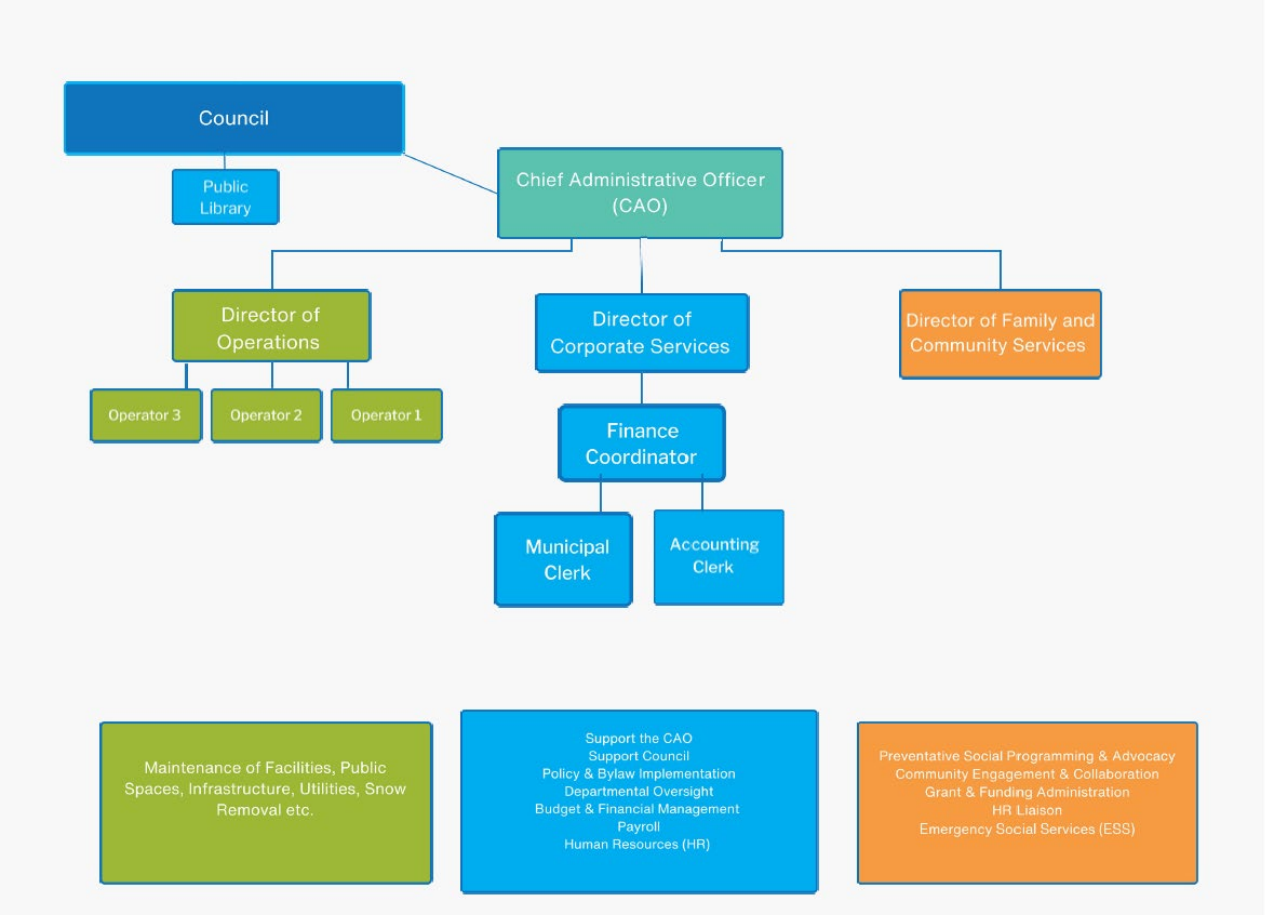
Marianne Prockiw-Zarusky
Mayor

Original signed

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Marshall Morton
Chief Administrative Officer

SCHEDULE "A"


Council
Public Library
Chief Administrative Officer (CAO)
Director of Operations
Director of Corporate Services
Director of Family and Community Services
Operator 3
Operator 2
Operator 1
Finance Coordinator
Municipal Clerk
Accounting Clerk
Maintenance of Facilities, Public Spaces, Infrastructure, Utilities, Snow Removal etc.
Support the CAO
Support Council
Policy & Bylaw Implementation
Departmental Oversight
Budget & Financial Management
Payroll
Human Resources (HR)
Preventative Social Programming & Advocacy
Community Engagement & Collaboration
Grant & Funding Administration
HR Liaison
Emergency Social Services (ESS)