

<b>Approval Date:</b>	June 10, 2019	<b>Policy Number:</b>	P-80-70-A
<b>Motion:</b>	MOTION-19-06-204		
<b>Supersedes:</b>	New		
<b>Title:</b>	Organizational Staffing Policy		

**Purpose**

To establish the Policy and process for revising the organizational structure and staffing complement of the Town.

**Related Documents**

- Bylaw 1971 CAO Bylaw or successor legislation
- Town of Peace River Personnel Policy P-80-2009-01 and its successors
- D-80-71-A Organizational Staffing Directive and its successors

**Definitions**

“Full Time Equivalent” or “FTE” may be calculated on a basis of:

- a. Full time permanent staff; or
- b. Full time temporary staff; or
- c. Casual equivalent staffing; or
- d. Multiple temporary or casual staff.

“Municipal services functions” are activities required to support services provided by the Town such as sanitation, water, street maintenance, fire protection, recreation, family programs, senior services and the like.

“Organizational structure” refers to the reporting structure of all staff in the organization. It reflects the number of FTEs at each level and the position title.

“Staffing complement” is the persons assigned, through recruitment, selection, and placement, to fill the roles designated within the organizational structure.

**Policy**

1. Council will review and approve the organizational structure on an annual basis during the budget process.

2. Administration will at all times seek to maintain an Organizational structure which reflects:
  - 2.1. Municipal service functions provided by the Town;
  - 2.2. Areas of responsibility for each function;
  - 2.3. Lines of responsibility for supervision, reporting and function management; and
  - 2.4. Is published annually in conjunction with the annual Operating Budget document.
3. Administration shall maintain a staffing complement necessary to fulfill all functions identified in the Organizational structure so as to execute Council's identified priorities, needs and levels of service.

Changes to the Organizational Structure

4. Any proposed change in the Town's FTE staffing complement must be brought to Council for review and approval. These changes include:
  - 4.1. Altering existing levels of service through not filling an existing vacancy; or
  - 4.2. Creation or removal of any position.
5. Opportunistic staffing on the basis of grants or other external funding programs are excluded from this Policy and are governed by the Organizational Staffing Directive.

Organizational Needs Analysis

6. When requesting Council approval for an adjustment to the Organizational Structure, a needs analysis shall be provided to Council which may include the following information as applicable:
  - 6.1. Where the role falls within the organizational hierarchy;
  - 6.2. A chart or statement describing how services functions are currently being met;
  - 6.3. A chart or statement describing the service gap or functional redundancy the change will address;
  - 6.4. A chart or statement describing how service functions will be reallocated. This must include the impact on other operational units and any action needed to mitigate these effects;
  - 6.5. Budgetary impact of the proposed change; and
  - 6.6. Expected benefits or consequences as a result of the change.



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Thomas Tarpey, Mayor



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Christopher J. Parker, CAO