

Approval of Organizational Changes and Position Roles and Responsibilities:

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Lead Role:	GM	Replaces:	N/A
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Policy Statement

The Board of Directors of the Beaver Regional Waste Management Services Commission/Beaver Municipal Solutions regularly approves strategic and business plans that determine how the organization is operationally-structured in order to achieve its strategic objectives.

The management of the organization's on-going operations is through the General Manager in accordance with established By-laws and policies including the approved strategic plan and annual business plan.

Changes to the organization's operational structure must be reflected through these plans. Sudden changes in the organization's structure without Board knowledge and approval, and without approved amendments to the current strategic plan and annual business plan, can lead to the organization pursuing unintended outcomes, including missed financial objectives, increased operational and reputational risk and disruption of customer and stakeholder services.

Accordingly, the Board has adopted this Policy, with its Guidelines.

Guidelines

1. Approved annual business plans will indicate the current and proposed organizational chart with supporting financial budget documents, and how any proposed changes support the approved strategic plan. If the proposed changes require changes to the strategic plan, the Board will initiate a strategic plan review process prior to approving the organizational changes.
2. Organizational charts referenced in the annual business plan will clearly indicate the departments reporting to the General Manager including the names of responsible department managers and supervisors, and their reporting relationships. Charts will indicate any proposed year-to-year changes, including full-time equivalent employee headcounts (FTE's) for each department and operating section.
3. Where organizational charts show current vacant managerial and supervisory positions, the referenced business plan will indicate the recruitment and hiring status of these positions, including any proposed changes to these roles.
4. Significant changes in organizational department headcount in year-to-year business plans

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must be detailed with explanation on how this is aligned with the organization’s strategic plan. Increases and decreases in headcount must be rationalized from an operating income perspective as well as customer and stakeholder service expectation and regulatory compliance perspectives.

5. Emergent changes in organizational structure during the year shall be reported to the Board through the General Manager, on a timely basis, in accordance with other applicable Board policies. Where there can be a significant impact on operating income, customer and stakeholder service and regulatory compliance, the Board must approve the change as a change in the annual business plan.
6. On-going position vacancies in the organization are to be recruited and hired as a normal Human Resources process, with compensation and benefits as defined in the current business plan, and in accordance with current policies.
7. Emergent changes in persons employed in Senior Manager positions which report to the General Manager (pay grids 11 – 12) are to be reported to the Board as soon as practicable. This includes the position of Chief Financial Officer of BMS. (See FIN-018 Financial Management).
8. Nothing in this Policy is to be interpreted as the Board specifically directing the hiring, dismissal or change of employees in organizational positions, such authority being given to the General Manager by the respective By-laws and policies.

Roles and Responsibilities, Procedures, Forms and Related Policies

1. The implementation of this Policy will be through the General Manager.
2. Related policies:

By-law 1B/2013	Operations and Administration
BRD-002	Board Reports
BRD-005	Strategic and Business Planning
FIN-018	Planning Financial Management
3. Appendices:
 - n/a