



**To:** His Worship the Mayor and Members of Council  
**From:** Jennifer Albrecht, Human Resources, Health and  
Safety Officer  
**Report Number:** HRSC 2024-05  
**Subject:** Township Organizational Chart Policy  
**Meeting Date:** August 2, 2024

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**Recommendation:**

1. That Council adopt the updated Township Organizational Chart Policy #1.01 V.7

**Report:**

The Township's Human Resources (HR) policies are updated and reviewed from time to time and when new regulations or situations arise then, if needed, a policy is brought forth to be added or reviewed for updates.

This Organization Chart policy has been recently updated to reflect a redistribution of the Recreation department from Public Works to the newly created Community and Recreation Services department. There have also been some changes made to Corporate Services with the realignment of Clerk duties to the office of the CAO.

Staff feel that these changes will be beneficial to the organizational structure as a whole and also to provide ratepayers with the most efficient use of staff's time and talents, without the need of additional staff.

**Financial Implications:**

N/A

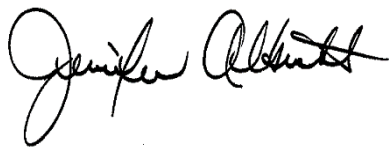
**Strategic Plan Linkage:**

N/A

**Attachments:**

Township Organizational Chart Policy #1.01 V.7

Respectfully Submitted by:



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Jennifer Albrecht  
Human Resources, Health and Safety Officer

Approved for Submission:



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Karen DePrest  
CAO/Treasurer

Township of East Zorra-Tavistock



Human Resources Manual

<b>Title: Organizational Charts</b>	
Section: Township Organization	Number: 1.01
Version: 7	Review Frequency: as required
Approved by: Council	Approval Date: 2016-10-19 Res. #13
Application: General organizational structure of the Township. Applies to all employees.	
Notes: Updated December 2021 Updated September 2022 Updated August 2024	

**PURPOSE**

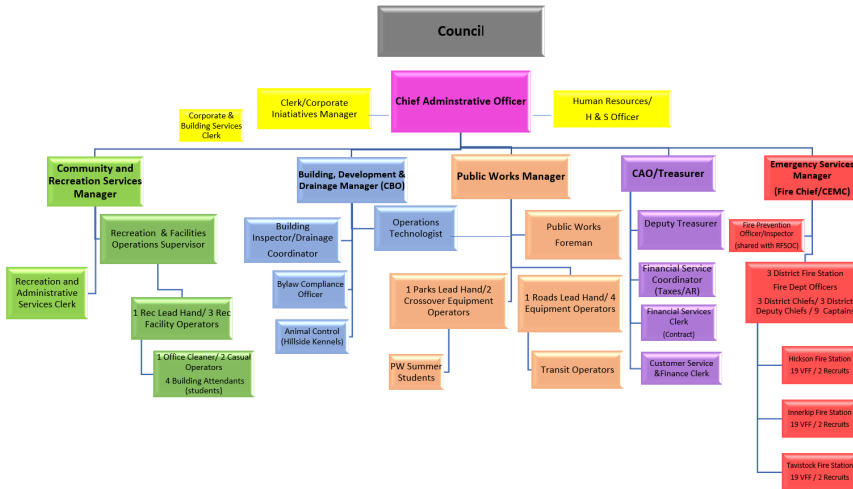
This document sets out the organizational chart for the Township. Also included, is an organizational chart for the Township Fire Department.

Please see the following;

TOWNSHIP OF EAST ZORRA-TAVISTOCK

Organizational Chart  
August 2024

- 7 Councillors / 28 Fulltime/3 Contract Staff / 4 Part time & Casual Staff
- 5 Building Attendant students
- 1 shared staff with RFSOC/19 Vol Firefighters/ 6 Fire Recruits
- 12 Crossing Guards - 5 locations



Township of East Zorra-Tavistock  
Fire Department  
Organizational Chart

- Total Complement – maximum of 57 Volunteer Firefighters/maximum 19 per station
- Officer positions shown above are included in full complement
- Auxiliary Program – maximum 6

