

THE CORPORATION OF THE DISTRICT OF BURNABY

1981 October 26.

Our File: 2-2-60.

TO: MUNICIPAL COUNCIL **FILE: 1947**

FROM: EXEMPT STAFF COMMITTEE OF COUNCIL

SUBJECT: MANAGEMENT SYSTEM AND ORGANIZATION REVIEW
PLANNING, BUDGETTING AND MANAGEMENT INFORMATION SYSTEM PHASE

The Exempt Staff Committee has reported to the Municipal Council on the structural changes recommended in the organization and this report will deal with the second phase of the review which relates to corporate planning, budgetting and the management information system.

The report of the Committee dated October 21 recommended the appointment of staff to 4 of the 5 senior management positions, and a process for selection of the fifth person, the Director Administrative and Community Services. The Municipal Manager intends to immediately establish the Management Committee and to have meetings with 4 of the 5 persons on that Committee, pending the appointment of the Director Administrative and Community Services. This being the case, it is logical that we now proceed with the implementation of the corporate planning and budgetting portion of the review.

The Exempt Staff Committee will consider the management information system portion of the review early next year after the corporate planning process has been implemented. By that time, the staff Management Committee will be firmly in place, and it will have worked with the consultant on implementing corporate planning so it will have a better "feel" for the needs of our municipality with respect to a management information system. The Exempt Staff Committee will therefore be able to be guided accordingly.

If this step by step approach is taken, there should be a natural growth or evolution which will ensure that we have the best management information system possible. The consultant will be needed to assist in these steps, but it is difficult to quantify the full assignment at this time. Provision, however, should be made in the Provisional Budget for this purpose.

The following steps are involved with implementing the corporate planning and budgetting process:

1. The Municipal Manager establish the design and implementation plan for an integrated corporate planning and budgetting process by December 1981 with the assistance of the Management Committee and consultant support.
2. Council review and approval by December 31, of the design and implementation plan for the integrated corporate planning and budgetting process.
3. The Management Committee establish by 1982 January 31 the key issues to be resolved and the responsibilities of each Management Committee member for getting the work done.
4. The first cycle of the corporate planning process be designed to establish major corporate priorities, the Capital Improvement Program and a Financing Plan for Council review and approval by 1982 April 30.

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The consultant's budget for this work is \$24,500.

RECOMMENDATION:

1. THAT Currie, Coopers and Lybrand Ltd. be engaged for the maximum sum of \$24,500 to undertake the work outlined in this report, in accordance with their letter of 1981 October 13 addressed to the Secretary of the Exempt Staff Committee; and
2. THAT the portion of the review relating to the development of a management information system be held in abeyance until the corporate planning and budgetting process has been implemented; and
3. THAT funds for the development and implementation of a management information system be provided for in the 1982 Provisional Budget.



Alderman V. V. Stusiak, Chairman



Mayor D. M. Mercier, Member

Alderman F. G. Randall, Member