

THE CORPORATION OF THE DISTRICT OF BURNABY

1981 October 21

FILE: 1947

TO: MUNICIPAL COUNCIL  
FROM: EXEMPT STAFF COMMITTEE OF COUNCIL

SUBJECT: MANAGEMENT SYSTEM AND ORGANIZATION REVIEW

The Exempt Staff Committee of Council met on Tuesday, 1981 October 20 to review with the Municipal Manager the implementation of the changes to the senior management in the Municipality.

(a) Filling the 5 New Senior Management Positions.

The Municipal Manager has met individually with each of the Department Heads to discuss the above and he has nominated the following persons to fill the positions noted:

- |   |                   |
|---|-------------------|
| 1. Director Engineering                       | - Mr. E.E. Olson  |
| 2. Director Recreation and Cultural Services  | - Mr. D.G. Gaunt  |
| 3. Director Planning and Building Inspections | - Mr. A.L. Parr   |
| 4. Treasurer                                  | - Mr. H.B. Karras |

The Committee concurs in these recommendations.

With respect to the Director Administrative and Community Services position, the Municipal Manager has recommended a process of posting the position internally so that there can be a competition between the interested internal applicants. This will involve a comprehensive approach to the recruitment including testing as required. The Municipal Manager will make a nomination to the Exempt Committee at the conclusion of the selection process. The Committee concurs in this selection process.

(b) Job Evaluation of the Five New Senior Management Positions.

It is necessary to determine the pay range for each of the 5 new positions, which will become effective when individuals are appointed to them. This job evaluation work involves a Committee consisting of a representative from Hay Associates, Mr. Van Eaton of the G.V.R.D. and the Municipal Manager. The procedure is that the above Committee makes a recommendation on the pay ranges to the Exempt Staff Committee of Council, which in turn will make a recommendation to the Municipal Council.

Before this process can take place, position questionnaires and position descriptions will need to be developed for these positions, and the Municipal Manager has advised that he will be working with Currie, Coopers and Lybrand Ltd on this aspect of the work.

For the information of Council, the Exempt Staff Committee of Council concurs in this approach.

(c) 1982 Salary Policy Line

For the information of Council, the Exempt Staff Committee of Council has asked the G.V.R.D. to make its recommendation to the Committee on the 1982 Salary Policy Line and its relationship to the highest paid union member, no later than 1981 December 31.

AGENDA 1981 OCTOBER 26

- COPY - MANAGER

RECOMMENDATIONS:

1. THAT the following appointments be made effective immediately:
  - (a) Director Engineering - Mr. E.E. Olson
  - (b) Director Recreation and Cultural Services- Mr. D.G. Gaunt
  - (c) Director Planning and Building Inspections-Mr. A.L. Parr
  - (d) Treasurer- Mr. H.B. Karras
  
2. THAT the Director Administrative and Community Services position be posted internally and a full selection process be used.

*Alderman - V. Stusiak*

Alderman, V.V. Stusiak, Chairman

Mayor D.M. Mercier, Member

Alderman F.G. Randall, Member