

Re: REVIEW OF THE ORGANIZATION AND STAFFING OF THE LEGAL AND LANDS
DEPARTMENT

MUNICIPAL MANAGER'S RECOMMENDATION:

1. THAT this report be received for information purposes.

REPORT

One of the tasks outstanding from the recent reorganization of the Municipality is the review of the staffing and structure of the Legal and Lands Department. The Director Administrative and Community Services has recently carried out such a review, and reported to the Municipal Manager on a number of organizational changes which have been approved to take place as of 1983 September 1.

These changes are as follows:

1. On the retirement of the Municipal Solicitor during the summer of 1983, the Assistant Municipal Solicitor will assume that position, with the resulting vacancy of Assistant Municipal Solicitor not to be filled. In other words, the Municipality will have only one lawyer on staff. This may result in some increase, as need dictates, for the use of outside counsel.
2. Responsibility for the administration of the Municipality's Insurance Program is to be transferred to the Finance Department, from the Legal and Lands Department, although the Solicitor will continue to be involved in the claims process.
3. The administration of all residential rental properties owned by the Municipality will be consolidated within the Licencing and Revenue Collection Division of the Finance Department, with a staff person to be transferred from the Legal and Lands Department to the Finance Department to assume responsibility as Administrator - Rental Properties. Some of those properties are currently administered by the Recreation and Cultural Services Department, with the balance having been administered from the Legal and Lands Department.

Some adjustments will be necessary during the 1983 recast budget process, in order to consolidate within the Finance Department's budget the revenue and expense line items for residential property. On that same subject, it should be noted that the Recreation and Cultural Services Department currently budgets for an excess of rental over cost for those properties, and relies on that excess to offset other costs within parks programming. It is not the intention that the parks program suffer a net loss of operating funds, in 1983, as a result of reassigning the function.

4. Responsibility for the acquisition and disposition of Municipal properties, for whatever purpose, will continue to be a responsibility of the Legal and Lands Department. The report of the Director Administrative and Community Services indicates that "the property acquisition and disposition function will require ongoing review and that it may be necessary at some point, possibly on the retirement or resignation of one of the incumbent property negotiators, to reduce the establishment to one negotiator".

5. The report also addresses the issue of secretarial services within the Administrative and Community Services Department generally, and results in the deletion of one secretarial position from the Legal and Lands Department, the elimination of a part-time position within the Municipal Manager's Office, and the creation of a new secretarial position in support of the Director Administrative and Community Services.
6. The organizational changes, which are to take effect 1983 September 1, will also result in some physical rearrangement of the second floor of the Municipal Hall. Such changes will result in improvements to the work flow between the Municipal Clerk's Department and the Legal and Lands Department, and will enable the Director Administrative and Community Services to relocate from the Municipal Manager's suite, in order to be closer to the major departments under his control.
7. The name of the Legal and Lands Department has also been changed to the Legal Department, as a result of the reallocation of a major part of the "Lands function", that of rental property administration. It should be clear, however, that the Director Administrative and Community Services and the Municipal Solicitor will still be accountable for the lands acquisition and disposition function within the Corporation.

CONCLUSION

The changes should have the effect of improved efficiencies in working relationships within the Municipality, a continuation of the same level of service, and a long term reduction in costs for the Administrative and Community Services Department.

The detailed report from the Director Administrative and Community Services is available for the information of Council, should the members of Council wish to have further information on the subject. The net effect of the organizational changes will be an eventual reduction over time of as many as 2.5 positions from the existing establishment in the Administrative and Community Services Department overall. Minor adjustments in the Clerical component of staffing in the Finance Department may be necessary, and will be evaluated once the new responsibilities have been transferred. Some classification reviews will be necessary before it will be possible to precisely estimate the cost savings which flow from the organizational changes, although such savings are expected to be substantial.

Some expenditure of funds will be necessary, however, in order to rearrange and properly equip the south end of the second floor. Some minor expenditures will also be necessary in the Finance Department. Preliminary design work is already under way on the space requirements of the Director, the Municipal Clerk and the Municipal Solicitor. A report to Council with the appropriate recommendation and cost estimates will come forward at a later date.

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