

Re: REPORTING RELATIONSHIP FOR HERITAGE VILLAGE MUSEUM DIRECTOR

RECOMMENDATION:

1. THAT the report be received for information purposes.

R E P O R T

Background

The reorganization plan approved by the Municipal Council on 1981 October 19 set in place a number of immediate changes, with some further changes to follow over time. The new position of Director Administrative and Community Services was temporarily assigned the responsibility for liaison with the library system through the Chief Librarian and liaison with Heritage Village Museum through the Museum Director.

On 1983 May 24 the Municipal Council was advised that as of 1983 April 01, in accordance with the reorganization plan, the Director Recreation and Cultural Services was asked to assume responsibility for the liaison with the Chief Librarian as of 1983 April 01.

The third phase of the Municipal Reorganization called for the Director Recreation and Cultural Services to accept responsibility for liaison with Heritage Village Museum through the Museum Director.

Implementation of Phase 3 of Reorganization

The Municipal Manager has reviewed this phase in considerable depth, and has met with the Museum Director and the two Directors to ascertain their views. All were unanimous that there was no reason why this phase of the reorganization should not proceed. In fact, it was noted that the relationship between the Museum service and the Recreation and Cultural service is closer in function than it is between the Museum and the other services currently administered by the Director Administrative and Community Services.

The Municipal Manager met with the Board of Directors of the Century Park Museum Association on 1983 September 27 when the Board considered a letter dated 1983 September 09 written by the Municipal Manager to Mr. Lindsay McDonnell, President, C.P.M.A., outlining the above circumstances. Attached for the information of the Municipal Council is a copy of that correspondence. At the Board meeting of September 27, the C.P.M.A. Board passed the following resolution:

"THAT the Board concurs with Mr. Shelley's recommendation in his letter of September 9, 1983."

The role of the Century Park Museum Association Board and its direct relationship to the Municipal Council will not be affected by this latest change in our organization. Each will continue to function in the manner set out in the Agreement between the two. The Director Recreation and Cultural Services will, however, have an additional function under his present purview, which will not be under the jurisdiction of the Parks and Recreation Commission. He will work directly with the Municipal Manager in the case of this and his other functions.

The subject of this minor organizational change will be incorporated in the new Agreement between the Municipality and C.P.M.A., and will take affect on 1983 December 01, which is the effective date for any changes in the Agreement.

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THE CORPORATION
OF THE DISTRICT OF

BURNABY

4949 Canada Way, Burnaby, B.C. V5G 1M2

Manager's Department

ITEM 4
MANAGER'S REPORT NO. 59
COUNCIL MEETING 1983 10 03

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Telephone (604) 294-7110

1983 September 09

Mr. Lindsay McDonnell,
President,
Century Park Museum Association,
3651 Lynndale Crescent,
Burnaby, B.C.
V5A 3S5

Dear Mr. McDonnell:

I appreciated the opportunity on September 07 of again discussing with you the administrative relationship between Heritage Village Museum and the Municipality, and your subsequent invitation to appear at the next Board meeting to discuss the matter further.

As background, I believe you and the Board are aware that the reorganization plan approved by the Council in 1981 for the Corporation envisaged a number of relatively immediate changes, with some further changes to follow over time. One of our objectives in establishing our present organizational structure was to balance as equitably as possible the work loads amongst the five Directors who report to me. As you will appreciate, the position of Director Administrative & Community Services now occupied by Mr. Fleming is a new position, and one which has numerous and broad ranging responsibilities attached to it. The workload assigned to that position has proven to be a very heavy one.

As you and the Board may be aware, in order to improve the balance in the management team we did implement earlier this year one of those longer range changes in the organizational plan, by transferring the liaison responsibility for the Burnaby Public Library from the Director Administrative & Community Services to the Director Recreation & Cultural Services. What I would now appreciate is the opportunity of discussing further with you and your Board a shift of the administrative liaison between the Municipality and Heritage Village Museum from the Director Administrative & Community Services to the Director Recreation & Cultural Services.

The role of the Century Park Museum Association Board and its direct relationship to the Municipal Council will not be affected by this latest change in our organization. Each will continue to function in the manner set out in the agreement. The Director Recreation & Cultural Services

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will, however, now have an additional function under his purview, which will not be under the jurisdiction of the Parks and Recreation Commission. He will work directly for the Municipal Manager in the case of this and the other functions.

Our wish to complete the implementation of the organization plan by shifting that administrative liaison has to do only with the current workload being carried by Mr. Fleming and is certainly not any reflection on either the Museum Director or the Board. Indeed, despite the difficult times in which we all find ourselves, I am pleased with the evolution of the new agreement, and the administrative relationships which have developed.

My reason for raising the subject again at this time, then, is because of an inequitable workload situation within the Municipality. It seems opportune to consider this now because the agreement between C.P.M.A. and the Municipality is once again due for renewal. As we discussed briefly on the telephone, it is unlikely that substantive changes will be necessary to the agreement this year, given the exhaustive review from last year. Since the new agreement will take effect 1983 December 01, I suggest that that would be the logical time to make the planned change.

I look forward to the opportunity of discussing this matter with you and the Board on September 27th, at the regular meeting.

Yours truly,

Melvin J. Shelley,
MUNICIPAL MANAGER

MJS:hpt

cc: Board of Directors, C.P.M.A.
Museum Director

bcc: Director Administrative & Community Services
Director Recreation & Cultural Services

