

1984 January 09.

TO: MUNICIPAL COUNCIL

FILE: 1947

FROM: EXEMPT STAFF COMMITTEE OF COUNCIL

SUBJECT: MUNICIPAL REORGANIZATION  
IMPLEMENTATION STEP "DETERMINE NEED FOR AND ROLE OF DEPUTY  
MUNICIPAL MANAGER" <sup>(2)</sup>

The Exempt Staff Committee of Council met on 1984 January 05 to consider the attached report dated 1983 November 28 from the Municipal Manager with respect to the last implementation step in the Municipal Reorganization; namely, to determine the need for and the role of a Deputy Municipal Manager.

The Municipal Manager advised the Committee that the Members of the Management Committee do not see the need for the establishment of a Deputy Municipal Manager and Mr. Doug Norman concluded with the Municipal Manager that since the position was not established at the time of the major reorganization, and since what we have established seems to be working very well, there would be little to be gained by establishing a position of Deputy at this time.

The Municipal Manager recommended that the position of Deputy Municipal Manager not be established at this time, but that it may be required in the future depending upon the following circumstances arising:

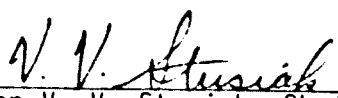
- "a) If the administrative workload of the Municipal Manager increases, then the natural way to relieve that load would be to establish the position of Deputy Municipal Manager.
- b) Should the Municipal Manager announce his intention to leave the employ of the municipality, then the position could be created and used to groom his replacement."


Since the Municipal Manager has concluded that he would not recommend the establishment of a Deputy position at this time based on current circumstances, he has not proceeded with the second part of the task; namely, examining what the role of the Deputy Municipal Manager might be should the position be established.

The Exempt Staff Committee of Council concurs in the conclusions reached by the Municipal Manager.

RECOMMENDATIONS:

1. THAT the report of the Municipal Manager dated 1983 November 28 be received; and
2. THAT the conclusion reached by the Municipal Manager be concurred in; and
3. THAT the position of Deputy Municipal Manager not be established at this time.

  
Alderman V. V. Stusiak, Chairman.

  
Mayor W. A. Lewarne, Member.

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1983 November 28.

EXEMPT STAFF COMMITTEE OF COUNCIL.

Re: MUNICIPAL REORGANIZATION  
IMPLEMENTATION STEP "DETERMINE NEED AND ROLE  
OF DEPUTY MUNICIPAL MANAGER"

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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.

On 1983 October 03 the Municipal Council was advised that, in accordance with the reorganization plan, the Director Recreation and Cultural Services will assume responsibility for the liaison with the Museum Director as of 1983 December 01.

The only remaining implementation step in the Municipal reorganization is described as follows:

"Determine need and role of Deputy Municipal Manager."

The Municipal Manager and Municipal Council have the prime responsibility to conclude this task, and according to our schedule it is to be concluded by 1983 December.

The Municipal Manager has reviewed the organizational structure and assessed the workload in his position to determine if there is the need for a Deputy Municipal Manager and what the role of that person might be, if indeed it is concluded that there is a need for this position. The subject has been discussed with the members of the Management Committee on an individual basis, and the matter has been reviewed with Mr. Doug Norman, Currie, Coopers & Lybrand.

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The members of the Management Committee do not see the need for the establishment of a Deputy Municipal Manager. Mr. Norman noted that when his firm initially recommended an organizational structure, a Deputy Municipal Manager position had been included, but was deleted by the Exempt Staff Committee of Council and subsequently by the Municipal Council when adopting the Committee's report. While the structure might have been recommended in a slightly different form if it had been appreciated from the beginning that a Deputy Municipal Manager position was not going to be established, the changes would not have been substantive. In any event, Mr. Norman's conclusion is that since the position was not established at the time of the major reorganization, and since what we have established seems to be working very well, there would be little to be gained by establishing the position of Deputy at this time.

The Municipal Manager has concluded that he would not be prepared to recommend the establishment of the position at this time, but that it may be required in the future depending upon the following circumstances arising:

- a) If the administrative workload of the Municipal Manager increases, then the natural way to relieve that load would be to establish the position of Deputy Municipal Manager.
- b) Should the Municipal Manager announce his intention to leave the employ of the Municipality, then the position could be created and used to groom his replacement.

In short, the decision to not recommend the establishment of a Deputy position at this time is based on current circumstances, and this subject will be looked at from time to time to determine the need for a Deputy position. Since the need does not exist at this time, there is little to be gained by examining what the role of the Deputy Municipal Manager might be should the position be established.

This subject should be reported to the Municipal Council for the record.

MJS:bp

Melvin J. Shelley.

Exempt Staff Committee of Council:

Alderman V. V. Stusfiak, Chairman  
Mayor W. A. Lewarne, Member  
Alderman T. W. Constable, Member

