

FINANCE AND AUDIT COMMITTEE

October 9, 1984

1003

FINANCE AND AUDIT COMMITTEE

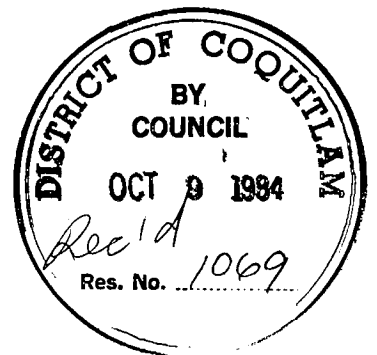
A meeting of the Finance and Audit Committee convened in the Committee Room of the Municipal Hall, 1111 Brunette Avenue, Coquitlam, B.C. at 12:00 noon on Tuesday, October 9, 1984.

Members present:

Mayor L. Sekora
Ald. G. Levi

Staff present:

Municipal Manager
Municipal treasurer
Municipal Clerk
R.C.M.P. Civilian Staff Supervisor



Item #1 - Civilian Staff Complement Increase

The Committee reviewed the information received from Supt. E. Naaykens related to the demand from the Provincial Senior Crown Counsel that all police reports be in a typewritten form. The Committee was informed that no staff were available to provide such a service and an additional typist would be required effective January 1, 1985 or other clerical work would suffer leading to other reporting and information input problems.

Committee Recommendation

That the 1985 Protections Budget for R.C.M.P. civilian staff reflect an increase of one additional staff member for approval by Coquitlam and Port Coquitlam municipalities at the time such budget is reviewed.

*APPROVED BY
COUNCIL RES # 1069/84*

Item #2 - R.C.M.P. Detachment - Member Increase

The Committee reviewed the information and data provided by Supt. E.L. Naaykens related to his request for additional manpower to deal with increasing workload being experienced by the detachment.

Committee Recommendation

That Council approve an increase in R.C.M.P. Detachment strength of 4 members on the basis of 2 members coming on staff effective April 1, 1985 and 2 members effective October 1, 1985.

*APPROVED BY
COUNCIL RES # 1070/84*

Chairman

October 18, 1984

FINANCE AND AUDIT COMMITTEE

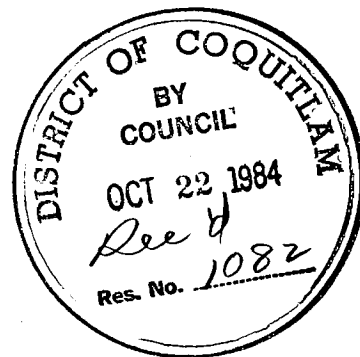
A meeting of the Finance and Audit Committee of Council convened in the Committee Room of the Municipal Hall, 1111 Brunette Avenue, Coquitlam, B.C. at 4:30 p.m. on Thursday, October 18, 1984.

Members present:

Mayor L. Sekora - Chairman
Ald. W. LeClair

Staff present:

J.L. Tonn, Municipal Manager
V.A. Dong, Municipal Treasurer



Item #1 - 1985 General Pay Increase for Excluded Staff

The Committee reviewed the information supplied by the Municipal Manager regarding his recommendation for a 2.9% general pay increase for excluded staff except Fire Department officers effective January 12, 1985. Discussions ensued regarding the cost impact and the merits of proceeding with such a recommendation. The Committee recognized that the recommended increase was necessary in order to hold back some of the effects of compression of salaries between union and exempt rate scales. In addition, the Committee recognized that the salary restraint imposed by the Compensation Stabilization Act has created a compression amongst excluded positions earning less than \$55,000 per annum and those earning in excess of \$55,000 per annum. For the present, this situation is beyond their control to rectify.

Committee Recommendation

That, subject to the approval of the Compensation Commissioner, the Municipal Manager be authorized to arrange for the implementation of a 2.9% general pay increase effective January 12, 1985 for excluded personnel except Fire Department officers.

*APP'D BY
RES
CO # 1082/84*

Item #2 - Grant Request, Volunteer Firefighters Association

The Committee reviewed the request of the Volunteer Firefighters Assn. for assistance in the form of a financial grant towards the cost of their annual banquet planned for the Burke Mountain Gun Club on November 24, 1984.

Committee Recommendation

That the request of the Volunteer Firefighters Association for a financial grant be declined, and in future if the Association is desirous of hosting an annual banquet within suitable municipal facilities, the Committee would be prepared to give consideration to waiving the applicable hall rental fee.

*APP'D BY
RES
CO # 1083/84*

Item #3 - Elimination of Certain Regular Full-time Positions From the Establishment

The Committee was advised that certain regular full-time positions within the establishment are and have been vacant for the past year or longer. Present circumstances do not dictate filling the said positions. Accordingly, until the need arises again, the deletion or elimination of such positions from our current establishment list is recommended.

FINANCE AND AUDIT COMMITTEE

Committee Recommendation

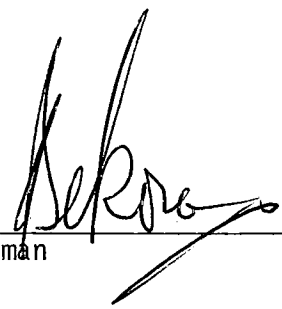
That, effective October 22, 1984 the following regular full-time positions be eliminated from the establishment list:

*Approved
Co # 1082/84
B.V.*

<u>Positions</u>	<u>Location</u>
1. Secretary 1	Clerk's
2. Buyer	Purchasing
3. Meter Reader/Meter Man	Underground Operations
4. Personnel Assistant	Personnel
5. Accounting Clerk I	Treasury
6. Labourer 2	Labour Pool
7. Sub-foreman, Water & Sewer	Underground Operations

The Finance and Audit Committee adjourned at 5:00 p.m.

L. Sekora, Chairman



V. Dong

DISTRICT OF COQUITLAM

Inter-Office Communication

Finance and Audit
Committee

DEPARTMENT:

DATE: 84 Oct 15

FROM: J. L. Tonn

DEPARTMENT: Administration

YOUR FILE:

SUBJECT: 1985 General Pay Increase for Excluded Staff

OUR FILE:

This is further to the Manager's Report of the 3rd of October, 1984 regarding a general pay increase for excluded staff. Council, at that meeting, tabled a recommendation of a 2.9% general pay increase effective ^{Saturday} January 12, 1985 for all excluded personnel. They wish to receive general information as far as costs are concerned for 1985 and also the effect of compression of salaries.

I will firstly deal with cost factors and their impact for 1985. I think it is fair to keep in perspective costs which have already been committed by Council for 1985, and I refer specifically to the 4% salary increase for the Canadian Union of Public Employees staff, of which there are 199, and the cost for salaries alone will be \$232,000 for 1985 or an average of \$97.15 per month per employee.

Firefighters, of course, have not been settled as yet, but every indication would seem to point to approximately a 3% salary increase, which would show a cost of \$105,000 for Firefighters, of which there are 98 for an average of \$89.29 per Firefighters; and the proposed salary increase of 2.9% for excluded staff which will mean a cost of \$31,000 for 28 exempt employees (this does not include those individuals (7 of them) who are frozen, for an average of \$92.26 per employee per month.

A further comparison that can be provided to Council is, what would 1% salary increase equate to in each of the three categories, which is as follows:

Excluded	- 1% increase	\$10,692.00
Firefighters	- 1% increase	\$35,000.00
C.U.P.E.	- 1% increase	\$58,000.00

I now direct myself to the difficulty of compression and some of the ramifications of it.

1. The classification structure for senior excluded positions is an extension of the classification

Item # 1

structure for bargaining unit positions. As an example, the job evaluation agreement between C.U.P.E. and the G.V.R.D. municipalities provides for classification levels to and including pay grade 33. We have several excluded positions that go beyond pay grade 33, such as the Deputy Municipal Treasurer, Parks and Recreation Director and the Planning Director.

The classification structure, for most other inside excluded positions, is the same as for other positions in the bargaining unit. As an example, the excluded position of Personnel Officer II, is classified at pay grade 26 as are the bargaining unit positions of Development Control Technician, the Supervisor-Subdivision and Development and Systems Analyst, all four positions have the same salary range in 1984.

The Superintendent and Foreman positions, or outside classes, have a traditional supervisory differential with outside bargaining unit classes. As an example, a comparison between the December 31st, 1984 hourly salary for the excluded position of Foreman-Engineering Operations and some senior outside bargaining unit positions as follows:

The Foreman of the Engineering Operations Step 1 would receive \$15.21 per hour.

Equipment Operator 5 would receive the hourly rate of \$14.12 per hour, or a \$1.09 per hour spread.

The Equipment Operator 5, of course, will receive a 4% increase, which will take his salary up to \$14.72 per hour and if a 2.9% increase for Foreman is provided, will increase that Foreman's salary to \$15.66, 94¢ spread, which compresses by 15¢ per hour a traditional spread that was put in place for specific reasons.

If no salary increase is provided for the excluded bargaining unit, the Foreman's salary, of course, would remain at \$15.21, while the Equipment Operator 5 salary would increase to \$14.72, or a 49¢ spread, rather than \$1.09. The same holds true, although the spread is different, in the categories, for example, of Utility Equipment Operators, whose Step 1 salary is \$13.30 per hour; Sub-Foreman Water and Sewer and also Tradesman 2 members of the bargaining unit.

As mentioned above, the bargaining unit will be receiving a general pay increase of 4% on January 12, 1985, the first pay period, compared to a proposed increase of 2.9% for excluded positions. The results will


be a compression of 1.1% between management positions and subordinate bargaining union positions such as between the Assistant Municipal Engineer and the Engineering Technologist 3 and the Chief Building Inspector and senior Building and Plumbing Inspectors. A differential of 1.1% between bargaining unit and excluded positions that were at the same level of pay. Also a compression of 1.1% between outside supervisory positions and senior subordinate bargaining unit positions as detailed earlier.

5. In addition, senior management positions earning in excess of \$55,000 per annum have had their salaries frozen since 1982 and others are being frozen at the moment their salaries exceed \$55,000. Your most senior department heads have not had a salary increase since January 1, 1982.
6. In summary, a salary compression has been occurring at the top management levels. In 1985, there will be a general 1.1% compression at all other levels. This 1.1% compression is manageable for a short period, but should be corrected at the first opportunity. A 4% compression in the event of no salary increase at all levels will present greater compression and I can assure you, much dissatisfaction among your excluded staff.

I would therefore, once again, with this information provided to Council, recommend that the Finance and Audit Committee recommend to Council the following resolution:

"That, subject to the approval by the Compensation Commissioner, the Municipal Manager be authorized to arrange for the implementation of a 2.9% general pay increase effective January 12, 1985 for excluded personnel except Fire Department officers"

Respectfully submitted:



James L. Tonn
Municipal Manager

TO: MAYOR SEKORA AND MEMBERS OF COUNCIL
DISTRICT OF COQUITLAM

ATTENTION: EXECUTIVE COMMITTEE

Re: 1985 General Pay Increase for Excluded Staff

The purpose of this report is to request the approval of a 1985 general pay increase for employees occupying managerial and confidential positions with the Municipality.

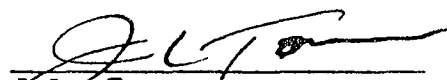
Council will recall, in my report dated July 6, 1984, a copy of which is attached, I provided some background on the current excluded salary structure. I stressed the importance of maintaining our pay grade relationships with the bargaining unit and also continuing to maintain an appropriate salary relationship with other jurisdictions. I believe these relationships to be important principals to providing an equitable salary structure for our excluded staff.

It is important to note that the existing salary structure has started to crumble and will have to be re-examined in the next few years. Council will recall that the Provincial Government froze the salary and benefits of senior managers at their February 18th, 1982 levels. This salary freeze has started to ripple into other levels and is now resulting in some compression. This compression will increase and become a greater problem the longer the Compensation Stabilization Program is maintained. In my opinion, there will be a need to re-assess our salary structures when the compensation program is relaxed. This will be the subject of another report which will be provided to Council at the appropriate time.

Council will recall, early in 1984, approving a benefit plan for excluded staff which included the start-up on January 1, 1985, of a long term disability program. As this has significant cost implications, I wished to delay requesting salary increases for excluded personnel until such time as costs were known for this long term disability program. Costs for 1985 for long term disability and incremental steps for the excluded personnel are the equivalent of 1.07% of total excluded payroll.

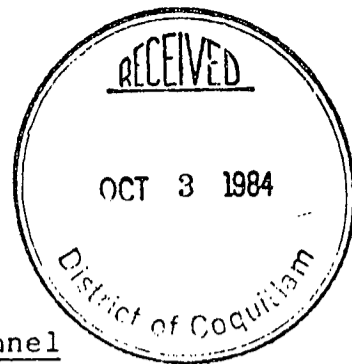
As a result, at this time I am requesting that you give favourable consideration to a general pay increase for all our excluded personnel, except the Fire Department Officers, the Chief Officers salaries bear a direct relationship to the firefighters' rates and we should await the 1985 firefighters' settlements before proceeding with those. I would therefore request Council to give consideration to the following resolution:

"That subject to the approval by the Compensation Commissioner, the Municipal Manager be authorized to arrange for the implementation of a 2.9% general pay increase effective January 12, 1985 for all excluded personnel except Fire Department Officers."


J.L. Tonn
Municipal Manager

TO: MAYOR SEKORA AND MEMBERS OF COUNCIL
DISTRICT OF COQUITLAM

ATTENTION: EXECUTIVE COMMITTEE



Re: 1983-1985 Salary Scales for Excluded Personnel

The 1983-1985 Memorandum of Agreement attends to the salary and benefits for our C.U.P.E. bargaining unit employees. At this time I wish to give attention to our employees occupying managerial and confidential positions with the District.

It may be useful to provide some background on the current excluded salary structure. You may recall that in my Manager's Report dated 1983 December 13, I did provide the following:

"The District's current pay plan was established following two comprehensive reviews. The first review was conducted in 1974 and the last during 1977/78. Each of these reviews had been commissioned by Council upon terms of reference which it had approved. At the conclusion of each such review, Council approved implementation of the recommendations. In the case of the 1974 review, implementation which was to have taken place by a two year phase-in was accomplished in three steps, the final step being in 1977. The results of the 1977/78 review were fully implemented to bring the salary scales to proper 1978 levels in 1978.

In following years the same percentage salary increases that were approved each year for the collective bargaining units were provided to excluded personnel up to and including 1982. The Chief Fire Officers salary scales are fixed each to separate percentages over the 10th year firefighter rate negotiated by the Firefighters' Union and have been adjusted accordingly each year to and including 1982.

Perhaps it would be of interest to describe in greater detail the last of the two salary reviews commissioned by Council. The terms of reference that were approved by Council instructed the G.V.R.D. - Labour Relations Department to establish the duties, responsibilities and requirements of each position in order that each position could be measured, compared, and have salary recommendations formulated to provide for:

- (a) a sound and equitable internal relationship, and then
- (b) reconciled with salaries and salary relationships which existed among positions in related occupational groups in the City of Vancouver, City of New Westminster, City of North Vancouver, District of North Vancouver, and Township of Richmond.

In the report dated 1978 March 3 of the G.V.R.D. Labour Relations Department, three basic groups were identified. The first, covering the majority of positions, is a group primarily related to the Inside positions whose recommended salary scales consist of five step pay ranges. The report stated as follows:

'The pay grade structure is an extension of the one covering your inside classes and the establishment of same for valuation of specified exempt classes and positions is therefore internally consistent and also externally consistent with criteria jurisdictions who also use the five step pay grade system for valuation of the majority of their exempt positions and classes.'

As to the second grouping, the report stated:

'You will also note that the Superintendent and Foreman classes are not valued on pay grades, but on specific ranges which will effect proper, sound and equitable internal valuation relationships among the subject classes themselves with Outside CUPE class valuations and also with valuations existing for related classes in the criteria jurisdictions. I also wish to recommend that in future your Foreman classes and Superintendent classes receive the same negotiated increases that are received by Local 386, CUPE Outside classes. If such procedure is implemented then correct and equitable internal valuation differentials among the Superintendent, Foreman and Outside classes can always be maintained.'

And finally, as to the third group, the report sent on to advise:

'You will also note that the recommended valuations for the three exempt Fire Officer positions are structured using appropriate percentage differentials with the 10th year firefighter rate as the base. This is, as you know, the method used for valuation of non-exempt Fire Officer classes, and the extension of the percentage differential principle to the exempt Fire Officer positions will establish far more valid and realistic salary relationships for same than now exist. I also recommend that in future the Fire Chief, Deputy Fire Chief and Assistant Fire Chief positions receive the same negotiated increases that are received by Local 1782, I.A.F.F. classes.'

Maintaining Relationships

Thus, if the District of Coquitlam is to continue to maintain the internal pay grade relationships with the bargaining unit, established by adoption of the comprehensive salary review of excluded classes, Council should, as in past years, continue to extend to managerial and confidential employees the same general overall pay increases approved for the bargaining unit. I have attached a copy of the current pay grade plan for our "Inside Excluded Classes".

Maintenance of the external relationship is also desirable. Therefore, consideration of what is about to take place in other municipalities is also an important consideration. I can report that at the G.V.R.D. Labour Relations Advisory Committee meeting on Thursday, 1984 July 05, I sampled those in attendance as to their intention for their excluded staff. All that I sampled indicated that they would be recommending to their Council the same salary increase negotiated for their C.U.P.E. bargaining unit.

For these reasons, I have no hesitation in recommending:

RECOMMENDATION

That, subject to approval by the Compensation Commissioner, the Municipal Manager be authorized to arrange for the appropriate implementation of the general pay increase to and including 1984 contained in the Regional Memorandum of Agreement dated 1984 June 25 for all Excluded personnel, except Fire Department officers.

My intention is to report later on a general pay increase for excluded personnel in 1985.

J. L. Tonn
Municipal Manager

DISTRICT OF COLUMBIA

EXCLUDED PERSONNEL PAY SCALES

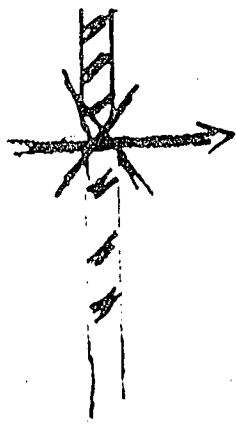
Effective dates: A - 1981 January 01; B - 1982 January 01; C - 1982 July 01

INSIDE EXCLUDED CLASSES

Pay Grade		Date	Step 1	Step 2	Step 3	Step 4	Step 5
43	MUNICIPAL MANAGER	A	4,472	4,679	4,901	5,126	5,364
		* B	5,129	5,366	5,621	5,879	6,152
		* C	5,196	5,436	5,694	5,955	6,232
39	MUNICIPAL SOLICITOR MUNICIPAL ENGINEER MUNICIPAL TREASURER/COLLECTOR	A	3,732	3,902	4,084	4,277	4,472
		* B	4,280	4,475	4,684	4,905	5,129
		* C	4,336	4,533	4,745	4,969	5,196
37	PLANNING DIRECTOR	A	3,409	3,563	3,732	3,902	4,084
		* B	3,910	4,086	4,280	4,475	4,684
		* C	3,961	4,139	4,336	4,533	4,745
36	PARKS & RECREATION DIRECTOR	A	3,262	3,409	3,563	3,732	3,902
		* B	3,741	3,910	4,086	4,280	4,475
		* C	3,790	3,961	4,139	4,336	4,533
34	DEPUTY MUNICIPAL ENGINEER DEPUTY MUNICIPAL TREASURER/COLLECTOR	A	2,987	3,122	3,262	3,409	3,663
		* B	3,426	3,581	3,741	3,910	4,086
		* C	3,471	3,628	3,790	3,961	4,139
33	ASSISTANT MUNICIPAL ENGINEER ASSISTANT MUNICIPAL SOLICITOR	A	2,858	2,987	3,122	3,262	3,409
		B	3,278	3,426	3,581	3,741	3,910
		C	3,321	3,471	3,628	3,790	3,961
32	CHIEF BUILDING INSPECTOR DEPUTY PLANNING DIRECTOR	A	2,734	2,858	2,987	3,122	3,262
		B	3,136	3,278	3,426	3,581	3,741
		C	3,177	3,321	3,471	3,628	3,790
31	MUNICIPAL CLERK	A	2,617	2,734	2,858	2,987	3,122
		B	3,001	3,136	3,278	3,426	3,581
		C	3,040	3,177	3,321	3,471	3,628
30	PERSONNEL DIRECTOR	A	2,504	2,617	2,734	2,858	2,987
		B	2,872	3,001	3,136	3,278	3,426
		C	2,909	3,040	3,177	3,321	3,471
29	PURCHASING AGENT	A	2,395	2,504	2,617	2,734	2,858
		B	2,747	2,872	3,001	3,136	3,278
		C	2,783	2,909	3,040	3,177	3,321
28	MUNICIPAL ACCOUNTANT ASSISTANT DEPUTY TREASURER	A	2,293	2,395	2,504	2,617	2,734
		B	2,630	2,747	2,872	3,001	3,136
		C	2,664	2,783	2,909	3,040	3,177
27	DEPUTY MUNICIPAL CLERK	A	2,194	2,293	2,395	2,504	2,617
		B	2,516	2,630	2,747	2,872	3,001
		C	2,549	2,664	2,783	2,909	3,040
26	PERSONNEL OFFICER 2	A	2,099	2,194	2,293	2,395	2,504
		B	2,407	2,516	2,630	2,747	2,872
		C	2,438	2,549	2,664	2,783	2,909
24	ASSISTANT MUNICIPAL CLERK MUNICIPAL LICENSE INSPECTOR PROGRAM MANAGERS	A	1,923	2,009	2,099	2,194	2,293
		B	2,205	2,304	2,407	2,516	2,630
		C	2,234	2,334	2,438	2,549	2,664
22	ADMINISTRATIVE OFFICER - POLICE	A	1,760	1,840	1,923	2,009	2,099
		B	2,019	2,110	2,205	2,304	2,407
		C	2,045	2,137	2,234	2,334	2,438
18	ADMINISTRATIVE SECRETARY PERSONNEL OFFICER 1	A	1,475	1,542	1,611	1,684	1,760
		B	1,692	1,769	1,848	1,931	2,019
		C	1,714	1,792	1,872	1,956	2,045

* These rates are subject to the terms and conditions of Council Res. #383/81.

EXTENSION
OF
PAY GRADE
PLAN



CURRENT
S.U.R.D. -
C.U.P.E.
PAY GRADE
PLAN



District of Coquitlam
Volunteer Firefighters Association
R. G. Nisbet - President

October 12, 1984

Mayor and Council
District of Coquitlam
1111 Brunette Avenue
Coquitlam, B. C.

Dear Mayor and Alderpersons:

As you are aware the District of Coquitlam Volunteer Firefighters Association holds an annual banquet.

This year the dinner and dance will be held at the Burke Mountain Gun Club on November 24, 1984.

As this is a costly event, we would appreciate any help you are able to give us in the form of a grant. In former years you have kindly honoured our requests for assistance.

Thank you, in advance, for your consideration of this matter and look forward to hearing from you as soon as is possible.

Yours sincerely,

R. G. Nisbet

for Glenn Dumore *G. Dumore*
Secretary-Treasurer

*Romolo G. Nisbet
1424 Austin Ave
Coquitlam
V3K 3P5*

Item # 2

DISTRICT OF COQUITLAM

Inter-Office Communication

TO: Finance and Audit Committee DEPARTMENT: DATE: 84 Oct 18
FROM: J.L. Tonn DEPARTMENT: Administration YOUR FILE:
SUBJECT: Elimination from the Establishment OUR FILE:
of Regular Full-time Positions


The following positions and the department in which they are situated are all vacant and should be deleted or eliminated from our current establishment lists. Some of these positions have been vacant for some period of time and all are no longer required to be part of our current establishment.

<u>Positions</u>	<u>Location</u>
1. Secretary 1	Clerk's
2. Buyer	Purchasing
3. Meter Reader/Meter Man	Underground Operations
4. Personnel Assistant	Personnel
5. Accounting Clerk 1	Treasury
6. Labourer 2	Labour Pool
7. Sub-foreman, Water & Sewer	Underground Operations

I would ask the Committee to consider the following recommendation to Council:

That effective October 22, 1984, the following regular full-time positions be eliminated from the Establishment List:

<u>Positions</u>	<u>Location</u>
1. Secretary 1	Clerk's
2. Buyer	Purchasing
3. Meter Reader/Meter Man	Underground Operations
4. Personnel Assistant	Personnel
5. Accounting Clerk 1	Treasury
6. Labourer 2	Labour Pool
7. Sub-foreman, Water & Sewer	Underground Operations



J.L. Tonn
Municipal Manager

ITEM #3

	SCAT 30 1973	Jan 1 1974	Jan 1 1975	Jan 1 1976	Jan 1 1977	Jan 1 1978	Jan 1 1979	Jan 1 1980	Jan 1 1981	Jan 1 1982	Sept 1 1983	Jan 1 1984	Oct 17 1984	Oct 22 1984	1987
MANAGER	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
CLERK	6	6	6	6	6	6	5	5	5	5	5	5	5	4	
ENGINEERING	138	143	153	150	139	142	144	146	148	146	109	111	106	103	
FIRE	46	46	55	56	64	76	81	81	93	103	103	103	103	103	
LEGAL	5	5	4	4	4	5	5	5	5	5	4	4	4	4	
PARKS + REC	42	44	45	49	46	47	48	49	49	49	45	45	45	45	
PERSONNEL	2	2	3	3	3	4	4	4	4	4	4	4	4	3	
PLANNING	6	6	7	9	9	10	10	10	10	11	9	9	9	9	
R.C.M.P. Civilian	18	18	15	21	21	21	21	22	25	26	28	28	29	29	
TREASURY	28	27	28	28	28	30	30	30	30	30	29	29	29	27	
TOTAL	292	286	317	327	321	342	349	353	370	380	337	339	335	328	
w/o FIRE	246	240	262	271	257	266	268	272	277	277	234	236	232	225	