



CITY POLICY

POLICY NUMBER: A1116

REFERENCE:

City Manager 1987 10 02

ADOPTED BY:

City Manager

SUPERSEDES:

NEW

PREPARED BY: Personnel Department

DATE: 1987 10

TITLE: RESTRUCTURE OF A CIVIC DEPARTMENT OR OFFICE

Policy Statement:

THE CITY MANAGER MAY RESTRUCTURE, OR CAUSE THE RESTRUCTURING OF, ANY CIVIC DEPARTMENT OR OFFICE IN THE INTEREST OF IMPROVED EFFECTIVENESS AND/OR EFFICIENCY.

The purpose of this policy is to:

Clarify the responsibilities for approving the restructuring of a civic department or office.



CITY PROCEDURE

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1. DEFINITIONS

- 1.01 Branch - as an organizational unit to the General Manager of a civic department or to the Chief Officer of an office.
- 1.02 Organizational Unit - as a function or activity or group of functions or activities usually supported by more than one position.
- 1.03 Major Restructuring - as the creation, deletion or transfer of any Branch within any civic department or office or the addition to, or reduction in, the number of organizational units reporting to the manager of any Branch.
- 1.04 Minor Restructuring - as the creation, deletion or transfer of any organizational unit below a Branch within any civic department or office or the addition to, or reduction in, the number of organizational units managed or supervised by the incumbent of a position reporting to the manager of any Branch.

2. RESPONSIBILITIES

- 2.01 The City Manager is responsible for restructuring any civic department or office and shall approve, amend or reject all major restructuring and any associated budget adjustments.
- 2.02 The General Manager or Chief Officer shall:
 - a) prepare and submit an action report describing a major restructuring proposal, and any associated budget adjustment, to the City Manager, approve all minor restructuring proposals and any associated budget adjustments;
 - b) on behalf of the City Manager, approve all minor restructuring proposals and any associated budget adjustments; and
 - c) submit a copy of the approved major or minor restructuring report and associated budget adjustment to the General Manager, Personnel and the Corporate Budget Office.
- 2.03 The General Manager, Personnel is responsible to the City Manager for:
 - a) reviewing, evaluating and making recommendations on all major restructuring proposals; and
 - b) the retention on file of a copy of the current approved structural and functional organizational charts for each civic department and office.

NOTE: The consolidation of any civic department and the creation of a new program or additional positions is subject to approval by Executive Committee.