PROVINCE OF BRITISH COLUMBIA

Civil Service Commission

Forty-fifth Annual Report

JANUARY 1 TO DECEMBER 31

1963

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in right of the Province of British Columbia.
1964

To Major-General the Honourable GEORGE RANDOLPH PEARKES,
V.C., P.C., C.B., D.S.O., M.C.,
Lieutenant-Governor of the Province of British Columbia.

MAY IT PLEASE YOUR HONOUR:

The undersigned respectfully submits the Report of the Civil Service Commission, Province of British Columbia, from January 1 to December 31, 1963.

WESLEY D. BLACK,
Provincial Secretary.

Victoria, B.C., January, 1964.

The Honourable Wesley D. Black,
Provincial Secretary,
Province of British Columbia.

SIR,—In conformity with the provisions of section 8 of the *Civil Service Act* (chapter 56, *Revised Statutes of British Columbia, 1960*), I have the honour to submit herewith the Report of the proceedings and work of the Civil Service Commission from January 1 to December 31, 1963.

I have the honour to be,
Sir,
Your obedient servant,

HUGH M. MORRISON,
Chairman, Civil Service Commission.

Victoria, B.C., January, 1964.

HIGHLIGHTS DURING 1963

- 899 persons were appointed to permanent positions.
- 1,055 persons were appointed to casual or temporary positions.
- 1,701 persons left the Service.
- There was a 16.28-per-cent turnover in staff.
- 8.2 per cent of promotions were made from one department to another.
- The fifth class of the Executive Development Training Plan received diplomas in Public Administration.
- 28 students enrolled in Class VIII of the Executive Development Training Plan.
- Two grievances were formally presented to the Civil Service Commission.
- 69 Civil Servants received 25-year continuous-service awards from the Premier and Executive Council at two luncheons.
- 459 Civil Servants gained promotion through open competition with other employees.
- The Safety Division organized and arranged eight safety award presentations to various departments.
- The Medical Form C.S.C. 5 was revised in co-operation with the Director of Occupational Health.
- Pay increases were granted, averaging 5 per cent of the Government payroll.
- Medical coverage was extended to all Provincial Government employees receiving a Government salary cheque.
- The Household Goods Transfer form was revised, giving employees more latitude and greater insurance coverage.

CIVIL SERVICE COMMISSION

Chairman: HUGH M. MORRISON.

Members:

J. EVERETT BROWN. E. RAY RICKINSON.

Administrative Assistant and Special Projects Officer: CYRIL M. WIGHTMAN.

TECHNICAL STAFF, VICTORIA

Chief Personnel Officer and Chief Assistant to the Commission: ARTHUR G. RICHARDSON.

Chief Selection Officer: DAVID J. SLADER.

Co-ordinator, Safety and Accident Prevention: W. JAMES WILLIAMS.

Senior Classification Officer: RICHARD D. HIGGINS.

Personnel Officer (Training): Miss J. MERYL CAMPBELL.

Personnel Officer: KENNETH M. HANSON.

Personnel Officer: JOHN MAXWELL.

Personnel Officer: FRED MANSON.

TECHNICAL STAFF, ESSONDALE

Personnel Officer: G. LORNE TOMALTY.

CLERICAL STAFF

Miss W. E. BROWN.
Miss V. M. DIXON.
Miss V. EVANS.
Mrs. R. M. FRANKLING.
Mrs. J. A. HILDRETH.
Mrs. G. M. KNOTT.
Miss L. LOMAS.
Mrs. A. E. B. MAYNE.
Mrs. A. M. ROBERTSON.
Miss G. SHIPLEY.
Mrs. DOREEN SMALL.
Miss E. A. THOMAS.
Mrs. C. M. VANCE.
Miss K. WHITEHEAD.

Vancouver Office

Mrs. M. M. YOUNG. Miss D. E. WAGAR.

Essondale Office

Mrs. M. J. IBBOTSON. Mrs. E. BELANGER.

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MEMBERS OF THE CIVIL SERVICE COMMISSION

Left to right: Mr. E. R. Rickinson, Deputy Minister of Social Welfare; Dr. H. M. Morrison, Chairman; and Mr. J. E. Brown, Deputy Minister of Municipal Affairs.

Report of the Civil Service Commission

Pursuant to Section 8 of the Civil Service Act, from January 1 to December 31, 1963

Nineteen sixty-three was another active year for the Civil Service Commission and its staff. In addition to much communication through informal channels, members of the Commission held 24 official meetings. In the various activities of personnel administration and staff work, members of the staff of the Commission were constantly and fully occupied in the discharge of their responsibilities.

Work in recruiting and selection continued at a rapid and increasing pace. Nearly 700 competitions were held for promotions within the Service. Of these, 123 competitions were for personnel for the British Columbia Toll Authority Ferry System. In addition, 206 new appointments to the Ferry System resulted from outside advertisements for initial entry into the Service. Because of the expansion in the Mental Health Services, appointments increased some 25 per cent over that of the previous year.

It is satisfying to note that training within the Service is proceeding in the line of special courses. These courses, such as in Appraisal, Court Reporting, English and Report Writing, are given because of requests from various departments. The graduation of 28 employees with University of British Columbia diplomas in Public Administration was particularly gratifying. In addition, plans have been made for the creation of a correspondence course in Management and Supervision, the development of which will be watched with great interest.

The Classification Division reviewed 628 positions during 1963, as against 611 in the previous year. During the year outside agencies requested more assistance, resulting in 26 non-Civil Service positions being reviewed. Numerous trips were made to the Lower Mainland and Vancouver Island. An extended trip was made to the Kootenay, Okanagan, and Kamloops areas.

The Accident Prevention Division is making excellent progress. Direct costs of medical aid and compensation were down by more than $70,000 in both the Department of Highways and the Forest Service in the first 11 months over the same period in 1962. Compensable injuries were down 9.2 per cent in the same period in the Forest Service and 17.7 per cent in the Department of Highways. The Co-ordinator of Accident Prevention reports the following:—

(1) During the year all Deputy Ministers and many branch heads were interviewed.

(2) A monthly report of accident frequency and costs was distributed to all departments.

(3) Safety committees were organized for the Department of Public Works, Hospital Insurance Service, Water Resources Service, Health Branch and Mental Health Services.

(4) Participated in 40 departmental safety committee meetings plus numerous field trips.

(5) Addressed safety rallies in six departments and arranged eight film showings on safety, and lectured at the Forest Service training-school.

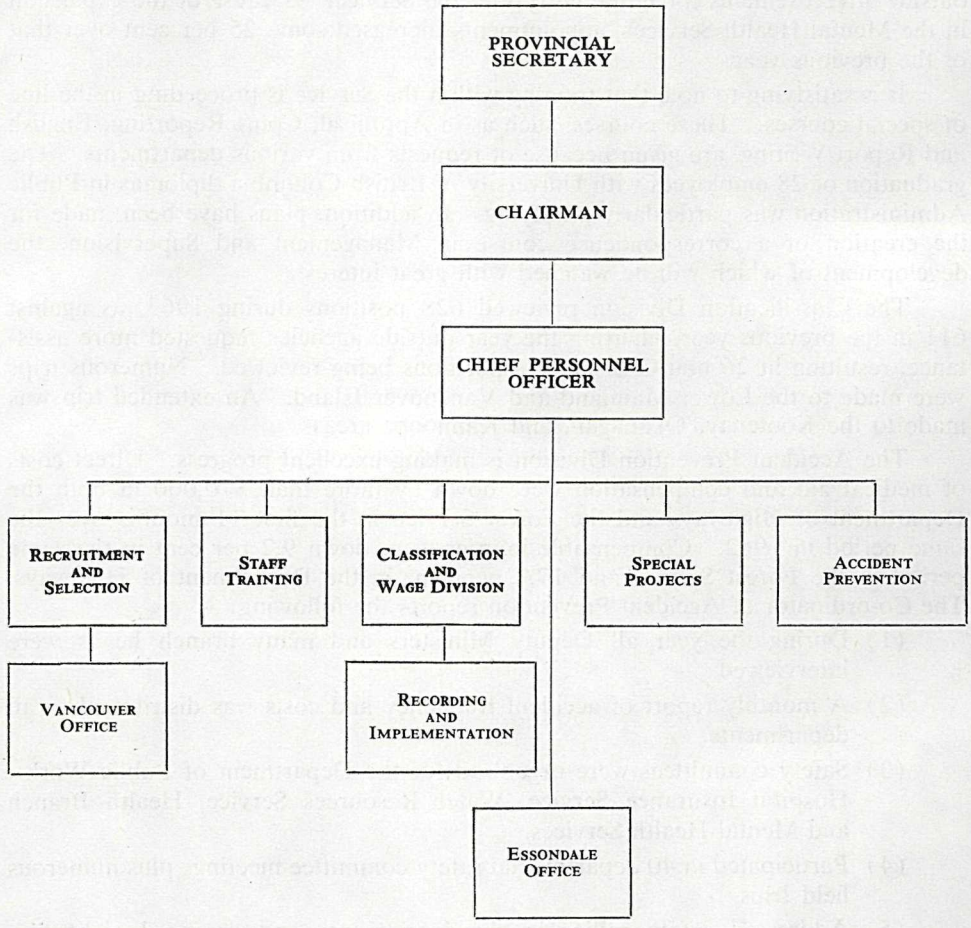
(6) Conducted investigations and reported on eight fatal accidents.

(7) Concluded the seat-belt campaign, which resulted in over 3,000 Government employees purchasing seat belts for their private cars.

(8) Developed the British Columbia Safety Council award system for all Government departments and organized the first award presentation to eight departments.

Again this year, luncheons were extended by the Premier and members of the Executive Council to honour Government employees who completed 25 years of continuous service. Sixty-nine employees attended the luncheons, which were held in Victoria and Vancouver. The Honourable Eric C. Martin, Minister of Health Services and Hospital Insurance, chaired both luncheons, and the Honourable W. A. C. Bennett, LL.D., showed his deep interest in the Civil Service by following his usual custom of presenting the certificates of service to the honoured employees. Certificates were mailed to nine employees who were unable to attend the luncheons.

ORGANIZATION CHART OF THE CIVIL SERVICE COMMISSION



The Classification, Recruitment, and Training Divisions were reorganized at the start of the year, resulting in a more streamlined and efficient operation. The C.S.C. 5 medical form was revised in conjunction with the Director of Occupational Health, of the Public Health Services, in order to put the sick-leave reporting system in line with modern and current practices. The Transfer of Household Goods bid form was revised, thus enabling the employee more latitude and greater insurance coverage on the moving of household goods.

Turnover of Government personnel was down slightly in 1963 over the previous year. Percentage-wise, the figure was 16.28 as against 16.32 the previous year.

Salary increases averaging 5 per cent of Government payroll were given to all Government employees.

Medical coverage was extended to all Government employees who received a monthly pay-cheque.

Semi-monthly pay came into effect in October.

SIZE AND COMPOSITION OF THE CIVIL SERVICE

Mr. A. G. Richardson, Chief Personnel Officer.

The number of probationary and permanent Civil Servants at December 31, 1962, was 8,859. The number as of December 31, 1963, was 8,988 (*see* Appendix, Table 3), an increase of 129. The total number of Civil Servants, including temporary or casual employees, at the end of 1962 was 10,303, with the corresponding number at the end of 1963 being 10,445, an increase of 142.

APPOINTMENTS

During the year, 1,954 appointments were made (*see* Appendix, Table 2), as compared with 1,702 appointments during 1962, an increase of 252. The number of appointments to probationary-permanent positions amounted to 899, as compared with 796 in 1962. There were 1,055 appointments to casual or temporary positions, as compared to 906 in 1962. The number of requisitions for staff (inclusive of initial appointments and promotions) processed amounted to 3,209, as compared to 2,828 in 1962.

SEPARATIONS

The number of employees leaving the Civil Service during 1963 was 1,701 (*see* Appendix, Table 6), as compared to 1,681 in 1962 and 1,635 in 1961. Using the formula of

$$\frac{\text{Number of employees leaving}}{\text{Total enrolment including casual employees}} \times 100$$

the turnover for 1963 was

$$\frac{1{,}701}{10{,}445} \times 100 = 16.28\%$$

The following tabulation indicates that staff turnover was practically the same as for 1962:—

Year	Total Employees Leaving	Total Enrolment at Dec. 31	Percentage Rate of Turnover
1953	2,187	8,543	25.60
1954	2,529	8,523	26.67
1955	2,388	8,893	26.85
1956	2,637	9,270	28.45
1957	2,689	9,621	27.84
1958	1,979	9,263	21.36
1959	1,614[1]	9,819	16.34[1]
1960	1,821	10,035	18.14
1961	1,635	10,233	15.98
1962	1,681	10,303	16.32
1963	1,701	10,445	16.28

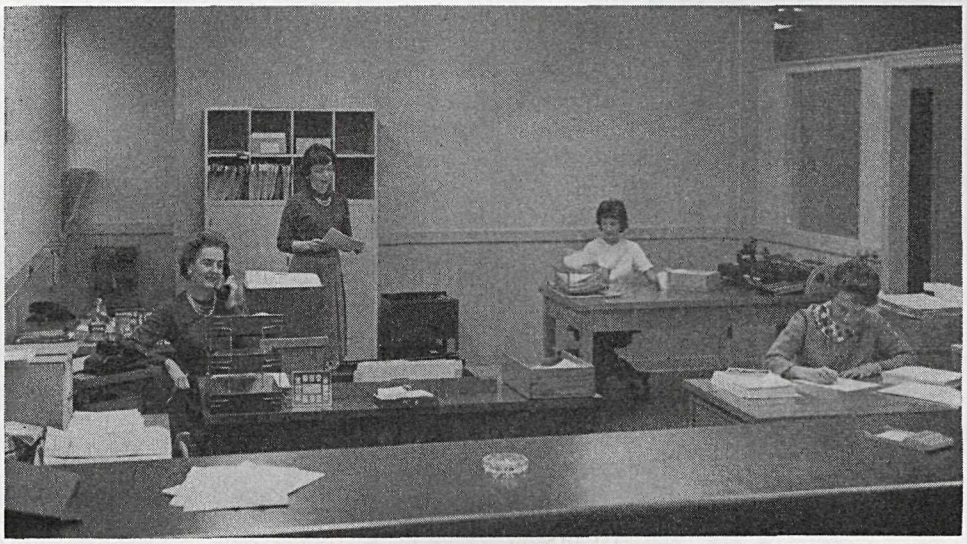
[1] Corrected.

The following tabluation indicates the number of suspensions, dismissals, and extensions of probationary periods for the past eight years:—

	1956	1957	1958	1959	1960	1961	1962	1963
Probationary periods extended	56	58	50	27	37	45	33	41
Civil Servants suspended but not dismissed	2	3	8	6	10	9	10	9
Civil Servants dismissed	42	64	36	30	33	26	28	33

GENERAL ENTRANCE EXAMINATIONS

Examinations for the purpose of establishing qualified lists for such positions as stenographer, business-machine operator, and draughtsman were held in the Victoria, Vancouver, and Essondale offices of the Civil Service Commission.



Reception and Inquiries Office.

In Victoria a total of 1,206 applicants was tested, compared with 1,067 in 1962. Of the number tested, 792 qualified in 1963. In 1962 a total of 668 qualified. Sixty-six per cent qualified in 1963.

Written examinations held in Victoria during 1963 were as follows:—

Classification	Number Examined	Number Qualified	Per Cent Qualified
Clerk-Typist	472	261	55
Junior Clerk	301	243	81
Clerk 1	129	93	72
Clerk-Stenographer 1	139	89	64
Clerk-Stenographer 2	92	50	54
Draughtsman 1	38	30	79
Draughtsman 2	6	4	67
Draughtsman 3	10	8	80
Mapping Assistant 2	2	2	100
Mapping Assistant 3	3	3	100
Land Registry Office—			
Senior Clerk	3	2	67
Clerk 3	7	5	71
Clerk 2	1	1	100
Office Equipment Operator	3	1	34
Totals	1,206	792	66

In Vancouver 284 applicants for stenographer and typist positions were tested, compared with 177 in 1962. Of the 284 applicants, 262 or 92 per cent qualified for appointment. The Essondale office reported that stenographic and clerk-typist tests were administered to 183 applicants, of whom 95 or 51 per cent qualified, compared to 196 tests administered and 91 or 46 per cent qualifying in 1962.

Mr. D. J. Slader, Chief Selection Officer, and Mr. K. Hanson, Recruitment Officer, interviewing a candidate.

COMPETITIONS FOR PROMOTION

There were 700 competitions for promotion conducted in 1963, an increase of 103 over 1962. Of these, 123 competitions were for personnel for the Toll Authority Ferry System. In addition, 206 new appointments to the Ferry System were made as a result of outside advertisement. Many of these appointments were to provide relief for regular staff.

As a result of the 700 competitions, a total of 812 candidates was appointed to the various departments of Government; 56.5 per cent of these appointments were in-service promotions and 43.5 per cent were from outside the service. The number of promotional appointments made from one department to another amounted to 66, or 8.2 per cent of the total appointments resulting from competitions, or 14.3 per cent of the in-service appointments.

The following tabulation illustrates the operation of the promotional policy during the past four years:—

Appointment	1960		1961		1962		1963	
	Number	Per Cent	Number	Per Cent	Number	Per Cent	Number	Per Cent
In-service promotion	304	53	339	59	334	35	459	57
Outside appointments	265	47	225	41	277	45	353	43
Totals	569	100	564	100	611	100	812	100
Promotions made from one department to another	44	14	51	15	36	11	66	8
Total number of requisitions processed	2,871		2,833		2,828		3,209[1]	

[1] Includes B.C. Ferry System.

IN-SERVICE TRAINING

Executive Development Training Plan

Miss M. Campbell, Personnel Officer (Training).

Twenty-eight Civil Servants enrolled in Class V of the Executive Development Training Plan received diplomas in Public Administration at the Fall Congregation at the University of British Columbia.

Twenty-four candidates enrolled in Class VI entered the third and final year. Twenty-three candidates enrolled in Class VII entered the second year of the programme, and twenty-eight members entered the first year of the course.

Members of the Executive Development Training Plan who graduated on November 1, 1963, are listed below:—

Mr. D. R. Anderson, Supervising Auditor, Consumer Taxation Branch, Department of Finance.

Mr. J. D. Austin, Drilling and Exploration Engineer, Research and Development Branch, Department of Highways.

Mr. E. J. Bowles, Principal Clerk, Department of Mines and Petroleum Resources.

Mr. J. S. Caldwell, Mapping Assistant 3, Air Surveys Division, Lands Service.

Mr. J. A. Dennison, Senior Maintenance Engineer, Department of Highways.

Mr. R. W. Fetherstonhaugh, Senior Clerk, Department of Industrial Development, Trade, and Commerce.

The 1963 graduating class.

Mr. W. M. J. Finlay, Principal Clerk, Accounting Division, Health Services.

Mr. D. A. George, Chief Clerk, Liquor Control Board.

Mr. F. R. Grealy, Senior Tabulating-machine Operator, Department of Finance.

Mr. H. J. Greig, Design and Structural Engineer, Department of Public Works.

Mr. L. G. Huck, Chief Clerk, Registrar of Companies, Department of Attorney-General.

Mr. T. A. H. Johnston, Administrative Officer, Consumer Taxation Branch, Department of Finance.

Mr. J. W. G. Kerr, Highway Paving Engineer, Department of Highways.

Mr. R. W. Long, Administrative Assistant, Accounts Office, Forest Service.

Mr. R. Lowrey, Park Officer, Parks Branch, Department of Recreation and Conservation.

Mr. R. V. McAllister, Psychologist, Corrections Branch, Department of Attorney-General.

Mr. W. J. McKay, Chief Clerk, Land Registry Office, Department of Attorney-General.

Mr. K. G. Savage, Dairy Commissioner, Department of Agriculture.

Mr. S. W. Simpson, Assistant Director, Apprenticeship Branch, Department of Labour.

Mr. A. R. C. Wyatt, Provincial Assessor, Real Property Division, Department of Finance.

Mr. M. L. Zirul, Chief, District Engineers Division, Water Resources Service.

COURSES IN APPRAISAL

The Appraisal Courses given to Assessors, Land Inspectors, Right-of-way Agents, and Land Appraisers have proved encouraging. Eight employees completed their full accreditation in the Appraisal Institute of Canada in 1963, bringing the total up to 45 who may now use the professional designation of A.A.C.I.

COURT REPORTING COURSE

The Court Reporting Course entered its fourth year. Mr. Dennis Pearce, Official Stenographer, Supreme Court Registry in Victoria, is the instructor. The course is run in co-operation with the Technical and Vocational Branch of the Department of Education.

TRAINING PROGRAMME FOR LAND REGISTRY OFFICES

Some progress has been made in this programme, but the promotional examinations given in 1963 indicate a more detailed syllabus must be prepared if the programme is to be effective. Plans are being made to prepare a manual.

COURSE IN BASIC ENGLISH AND REPORT WRITING

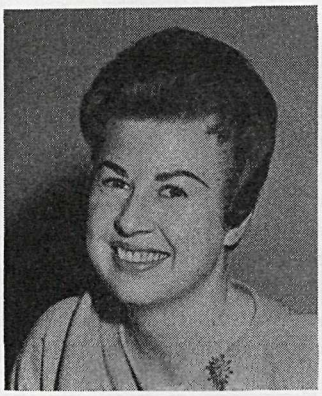
Three sessions were given in the above course in 1963. A total of 60 employees has taken this course. Lecturers from the Department of English at the University of Victoria were instructors for the course.

This refresher course in English (9 hours plus homework) emphasizes review of the mechanics of grammar and punctuation, style, with some consideration of the organization of paragraphs and reports.

NEW COURSES

Two other courses are being prepared for 1964. A correspondence course in Management and Supervision and a short two-week course on Plumbing Services for the Provincial-Municipal Building Inspectors.

THE VANCOUVER OFFICE



Mrs. M. Young, Vancouver Office.

During 1963 this office continued to be engaged in recruiting and placing personnel, advising officials on matters relating to personnel practices as concern the Government offices and institutions on the Lower Mainland, and the maintaining of liaison with local Government officials on matters relating to personnel practices and procedures.

Recruiting and placement activities carried out during the year resulted in 54 competitions being held and 401 appointments being made to fill a wide variety of clerical, technical, and professional positions within the Civil Service. In addition, 17 competitions were held for the purpose of selecting personnel for employment in the Toll Authority Ferry System, resulting in 232 appointments being made to cover a wide variety of positions. A total of 71 competitions and 633 appointments was finalized through referrals made by this office, a total of 47 more than in 1962.

During 1963 a noticeable increase was experienced through persons making telephone and counter inquiries concerning employment opportunities. A count revealed a daily average of 45 counter inquiries, with the majority of these resulting in formal application for employment.

Candidates seeking clerical and stenographic positions were subjected to qualifying examinations. The following table provides a summary of tests administered:—

	Tested	Passed	Failed
Clerk-stenographer	79	74	5
Clerk	81	75	6
Clerk-typist	124	113	11
Totals	284	262	22

Qualified, 92.25 per cent.

It should be noted from the above that the appointments made from this office increased during 1963, and also that staff requirements for the Toll Authority Ferry System remained high.

THE ESSONDALE OFFICE

Mr. G. L. Tomalty, Personnel Officer, Essondale.

Recruitment has been the major function of this office for several years. Appointments made were 1,200, an increase of 25.7 per cent over 1962.

There is a marked increase in new positions added to establishment that were filled this year—namely, 120, compared to 34 in 1962. Slightly over half of these new positions were increases at The Tranquille School.

Each year total relief appointments are increasing, resulting in 332 this year, an increase of 33.9 per cent over 1962. Of this number, 224 were for holiday relief, an increase of 28 per cent over 1962; 74 for sick relief, an increase of 64 per cent over 1962.

Recruitment in the Nursing Division of the Mental Health Services has increased from 423 to 505 for 1963. Psychiatric nurse appointments were similar to last year—namely, 226, compared to 223 in 1962. Recruitment of this classification is holding its own compared to previous years—namely, 4 from Alberta, 11 from Saskatchewan, 12 from Manitoba, 20 from the British Isles, and 4 from other areas. Although total psychiatric nurse recruitment was slightly higher than in 1962, there was a slight decrease in the employment of newly graduated psychiatric nurses from the Provincial Mental Hospital's training-school compared to 1962—namely, 94 to 85.

There were 165 competitions closing at this office this year, 26 originating as local postings. Of these competitions that have been finalized, 763 applications were received, of which 338 were interviewed, resulting in 163 appointments. In addition, there were 43 appointments made from the promotional eligibility list for psychiatric nurses. Written examinations were held for several tradesmen positions. There were 81 shorthand tests given, with 30 passing, and 102 typing tests, with 65 passing.

Of the 1,200 appointments made this year, 975 were new employees to the Mental Health Services. The following are total appointments, including new employees to the Mental Health Services by institution:—

	New Employees	Total Appointments	Percentage of Total Appointments
Tranquille	90	140	11.6
Dellview (Vernon)	35	41	3.4
Skeenaview (Terrace)	25	29	2.4
Mental Health Centre, Kelowna	2	2	1.0
Mental Health Centre, Victoria	1	1	
Colquitz	3	3	
Vista and Venture	2	4	
Valleyview (Port Coquitlam)	141	170	14.1
Woodlands (New Westminster)	220	264	22.0
Essondale	418	497	41.4
Mental Health Centre, Burnaby	22	30	2.5
Headquarters and Educational Centre	16	19	1.6
Totals	975	1,200	100.0

By way of explanation, new employees are those appointments newly appointed to the Mental Health Services, recruited from the employable population of our society, including transfers from other Provincial departments. However, the number of transfers from other departments is negligible. It should be pointed out that a new employee could be one who was previously employed by the Mental Health Services. No statistics are available on this point, but a rough estimate, using the Essondale area, which would have the greatest re-employment group, would be around 20 per cent, the majority of which would be psychiatric nurses and psychiatric nurse graduates from the Provincial Mental Hospital's training-school.

There were approximately the same number of advertisements placed in various papers and journals—namely, 52.

During the year 1,347 requisitions were received; however, 107 were returned to the Mental Health Services at their request, mainly for intra-departmental transfer.

The Personnel Officer in charge, Mr. G. L. Tomalty, again chaired an administrative hearing, and also travelled outside of the Province for recruiting purposes.

It is interesting to note that percentage-wise the 1,200 appointments made during the year were in the following classifications:—

	Per Cent
Clerical	6.7
Manual	24.3
Professional	12.6
Technical	56.4
Total	100.0

A detailed breakdown follows. It illustrates the wide range of occupations employed in the Government's Mental Health Services.

Bacteriologist 1	1	Clerk 2	1
Bacteriologist 2	2	Clerk 3	2
Barber 1	3	Clerk-Stenographer 1	7
Baker 1	1	Clerk-Stenographer 2	29
Baker 3	1	Clerk-Stenographer 3	7
Biochemical Student	1	Clerk-Stenographer 4	1
Building Service Worker 1	14	Clerk-Typist	12
Building Service Worker 2	10	Cook 1	2
Building Service Worker 3	1	Cook 2	3
Carpenter	3	Cook 3	2
Cleaning Assistant	12	Dairy-worker	1
Clerk 1	10	Deputy Director	1

Dietician	4
Dietary Aide 1	84
Dietary Aide 2	8
Dietary Student	3
Dining-room Supervisor	2
Driver, Truck	6
Driver, Bus	1
Electrician	1
Electrician's Helper	1
Farm Equipment Operator	1
Gardener 3	1
Hairdresser, Head	1
Hairdresser	3
Handicraft Instructor	3
Housekeeper-Home Supervisor	13
Instructor, Staff Nursing, 1	3
Instructor, Staff Nursing, 2	1
Kitchen Helpers (male)	63
Laboratory Technician 3	2
Laundress 1	10
Laundress 2	14
Laundress 3	1
Laundry Helper 1	6
Laundry Helper 2	4
Linen Keeper	1
Machinist's Helper	1
Meat-cutter's Helper	1
Medical Specialist 1	5
Medical Specialist 3	6
Medical Specialist 4	4
Nurse's Aide	3
Nurse, Psychiatric (male)	61
Nurse, Psychiatric (female)	165
Nurse, Psychiatric, Assistant Charge (male)	22
Nurse, Psychiatric, Assistant Charge (female)	29
Nurse, Psychiatric, Charge (male)	8
Nurse, Psychiatric, Charge (female)	8
Nurse, Psychiatric, Supervisor	1
Nurse, Head	5
Nurse, Public Health, 1	2
Nurse, Public Health, 2	1
Nurse, Staff, 1	41
Nurse, Staff, 2	4
Nurse, Superintendent, 1	5
Nurse, Superintendent, 3	1
Nurse, Superintendent, 2	2
Occupational Therapist 1	12
Occupational Therapist 2	6
Operator, Switchboard, 3	2
Operator, Switchboard, 2	6
Operator, Switchboard, 1	2
Pharmacist	6
Painter 3	3
Pharmacy Student	1
Physical Education Student	3
Physiotherapist	5
Psychiatric Aide (male)	130
Psychiatric Aide (female)	218
Psychologist, Clinical, 1	5
Psychologist, Clinical, 3	4
Psychologist, Clinical, 4	1
Psychologist, Clinical, 5	1
Recreational Instructor	5
Resident Physician 2	11
Shoemaker	1
Seamstress	6
Social Worker 1	1
Social Worker 2	10
Social Worker 3	6
Speech Therapist	2
Stockman, Farm	7
Stockman, Stores, 2	2
Stockman, Stores, 3	1
Supervisor of Industrial Therapy	1
Teacher	1
Supervisor of Welfare	1
X-ray Technician 2	1

CLASSIFICATION AND SALARY PLAN

The total number of position-classification reviews increased to 628 from 611 in the previous year. Table 7 of the Appendix indicates the number of reviews by departments; resulting in upward revision totalled 351, while downward revisions were 24, and a total of 253 remained unchanged.

The Classification Division completed 26 position reviews for non-Civil Service agencies. One hundred and nineteen requisitions for appointment were investigated. A total of 35 position specifications was examined and amended or rewritten.

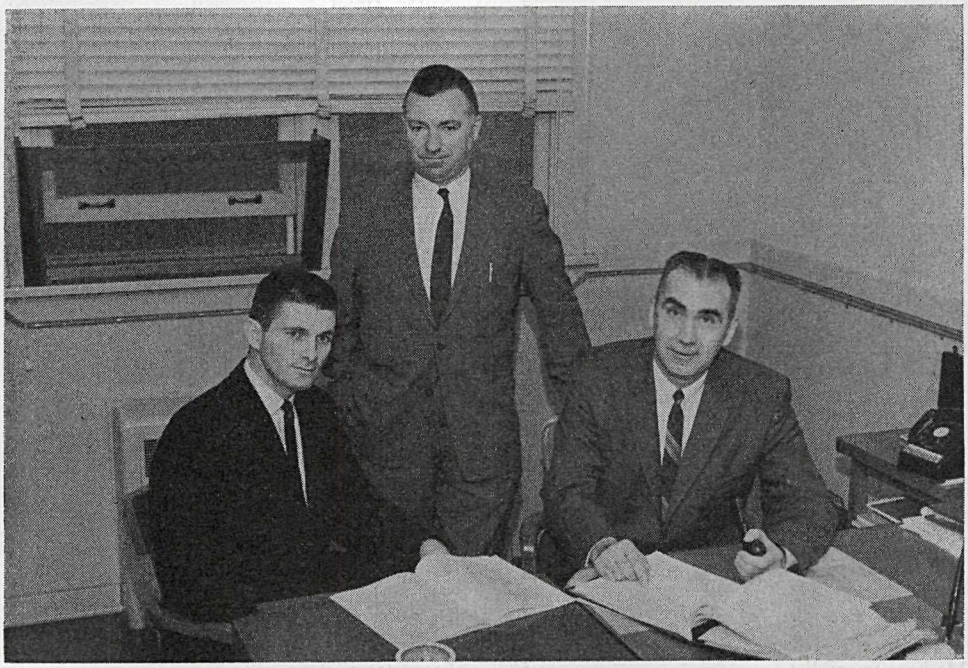
Numerous trips were made to the Lower Mainland and Vancouver Island, plus an extended trip to the Kootenay, Okanagan, and Kamloops areas.

Annual wage studies occupied most of the Division's time during September, October, and November.

Other assignments were as follows:—

Salary study—Elevating Grader Operators and accompanying Truck-drivers.

Salary study—Hairdressers.



The Classification Division, left to right: Mr. J. Maxwell, Mr. F. N. Manson, and Mr. R. D. Higgins, Senior Classification Officer.

Salary study—Power-broom Operators.
Salary study—Pharmacists.
Salary and classification study—Narcotic Addiction Foundation.
Staff needs study—Junior Staff, Mental Health Services.
Staff needs study—Technical and Vocational Education Branch.
Group study—Instructors, Mine Rescue and First Aid.
Group study—Mineral Engineers.
Group study—Instructors, Civil Defence.
Group study—Inspectors and Audit Accountants, Consumer Taxation Branch, and Audit Accountants, Control and Audit Branch.
Group study—Housekeepers, Seamstresses and Linen Keepers.
Steno production study—Parks Branch.
Steno production study—Public Health Headquarters.
Organization and classification study—Clerical Staff, Administration Unit, Ferry Authority.
Organization and classification study—Photographic Branch, Recreation and Conservation.
Organization and classification study—Public Trustee's Office.
Overtime study—Textbook Branch.
Overtime study—Location Branch, Highways.
Cook instructors' study—Haney Correctional Institute.
Maternity leave study.
Special living allowance study.
Numerous salary survey returns completed for outside agencies.

DEPARTMENTAL ESTABLISHMENTS

During 1963 the following additions and deletions were made to departmental permanent establishments:—

Department	Addition	Deletion
Agriculture	15	----
Attorney-General	9	----
Commercial Transport	*Nil*	*Nil*
Education	7	----
Finance	17	20
Forest Service	1	----
Health Branch	26	1
Highways	----	7
Hospital Insurance Service	1	----
Industrial, Development, Trade, and Commerce	2	----
Labour	6	----
Lands Service	1	----
Mental Health Services	122	----
Mines and Petroleum Resources	6	----
Municipal Affairs	3	----
Premier's Office	*Nil*	*Nil*
Provincial Secretary	4	----
Public Works	37	----
Recreation and Conservation	1	----
Social Welfare	1	----
Water Resources Service	29	----

SICK AND SPECIAL LEAVE

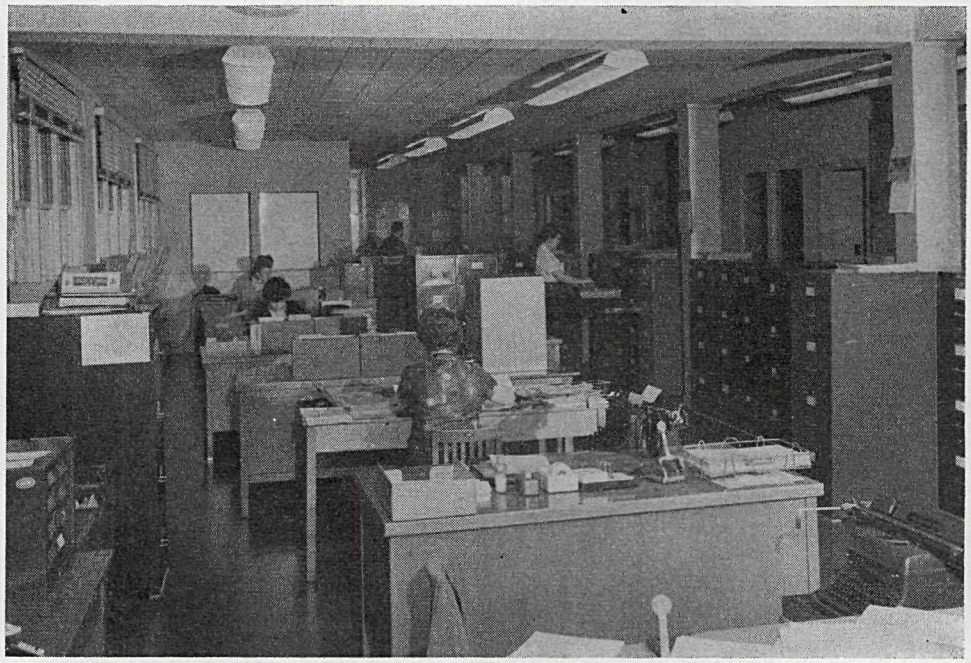
Sick leave granted during the period October 1, 1962, to September 30, 1963, totalled 59,643.8 days—50,487.6 days with pay and 9,156.2 days without pay, an average of 5.59 days (*see* Table 5, Appendix), and an increase of 0.06 day over the average for the previous 12-month period of 5.53 days. These figures are exclusive of sick leave granted under the Workmen's Compensation Board and the Department of Veterans Affairs section of the Sick Leave Regulation.

The average number of days sick leave per employee for the past 10 years was as follows:—

Year Ended Sept. 30	Average per Employee	Year Ended Sept. 30	Average per Employee
1954	6.60	1959	5.85
1955	5.50	1960	5.73
1956	5.60	1961	5.37
1957	5.85	1962	5.53
1958	6.54	1963	5.59

The average daily salary for the year October 1, 1962, to September 30, 1963, was $17.55, bringing the cost of sick leave with pay for the 50,487.6 days to $886,057. This was not actually an additional expenditure as in most cases the absences were for short periods only and the question of relief did not apply.

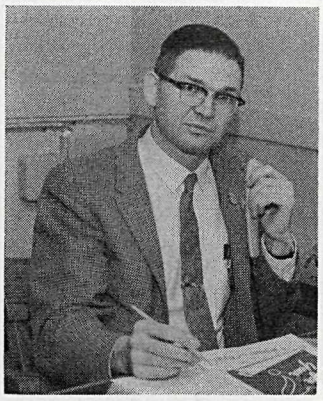
Twenty-six employees were granted leave for the purpose of training with Reserve units of Her Majesty's forces, and 57 employees were granted leave for the purpose of further training and study.



General view of the File Room.

With the co-operation of the Director of Occupational Health, of the Public Health Services, a revised employee sick-leave report (Form C.S.C. 5) was brought into use in July, 1963, and it is reported this form appears to be serving its purpose adequately. Further details will be found in the Report of the Health Branch.

ACCIDENT PREVENTION



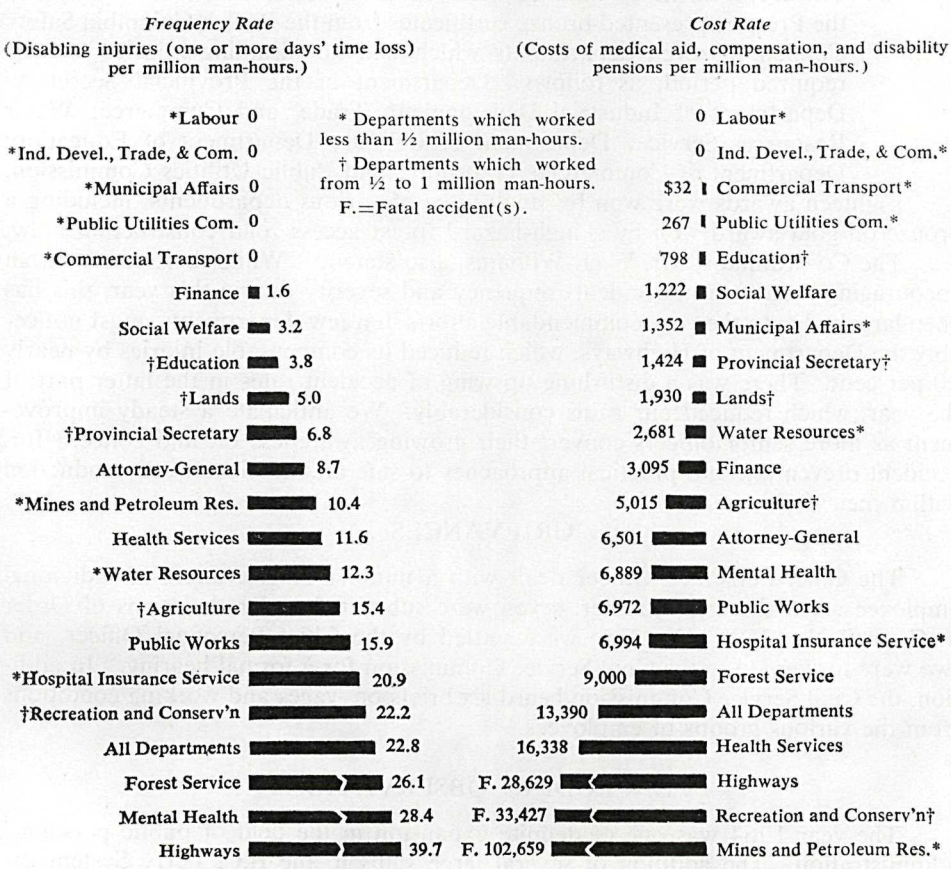
Mr. W. J. Williams, Co-ordinator, Safety and Accident Prevention.

The Accident Prevention Division completed the first full year of operation with encouraging results. The Accident Prevention Co-ordinator's primary objective was to stimulate department heads to take specific action to clarify responsibility and accountability for promoting safe practices within their departments. The Minister and Deputy Minister of each department was supplied with a monthly report showing their accident rates, cases and costs, and comparative data for previous periods. These were followed up by correspondence or visits to specific departments where warranted.

The second objective was to assist those departments which were prepared to start planning or reorganizing their approach to safety promotion. New safety committees were established or reorganized in the Department of Public Works, Water Resources Service, Division of Tuberculosis Control (Public Health Services), and Mental Health Services. The Department of Highways named regional safety officers from amongst their regular staff to carry the programme

forward in each region. The Forest Service included a six-hour training session at the Forest Service training-school for field officers. The Co-ordinator participated in over 40 safety committee meetings and addressed six employee safety rallies in various departments.

WORK INJURY RATES BY DEPARTMENTS, 1963



Frequency rate **reflects how often disabling injuries are occurring relative to the size of staff (man-hours worked) in a department.**

Cost rate **varies with the frequency of injuries, but in addition reflects the severity of the injuries relative to the size of staff.**

The third objective was to carry forward a general programme of safety promotion affecting all departments. Posters, pamphlets, and film showings were used, and safety articles were regularly included in the Civil Service Newsletter. The seat-belt campaign, begun the previous fall, was concluded with Government employees purchasing over 3,000 seat belts for private vehicles. A Supervisor's Accident Investigation Report form was developed by a special interdepartmental committee to focus attention on preventive measures following any accident. The Civil Service Commission adopted a policy for applying the British Columbia Safety Council awards system to the Provincial Government departments. Some results in 1963 as listed by the Co-ordinator are:—

(1) The number of disabling injuries to Government employees was reduced 10.7 per cent, and the direct costs of medical aid, compensation, and disability pensions were reduced 16.5 per cent over 1962 despite an increase in man-hours worked. This represented 72 fewer disabling injuries and a saving of $90,348 in direct costs over the previous year.
(2) There were four fewer fatal accidents than the previous year.
(3) The Department of Finance received a Million Man-hour Award, and the Premier presented bronze certificates from the British Columbia Safety Council to seven departments which had no disabling injuries for the required period, as follows: Department of the Provincial Secretary; Department of Industrial Development, Trade, and Commerce; Water Resources Service; Department of Labour; Department of Education; Department of Commercial Transport; and Public Utilities Commission.

Eighteen awards were won by small units of various departments, including a bronze on gold award won by a high-hazard forest access road construction crew.

The Co-ordinator, Mr. W. J. Williams, also stated: "While there has been an encouraging reduction in accident frequency and severity during this year, this has been largely due to the very commendable efforts in a few departments, most noticeably the Department of Highways, which reduced its compensable injuries by nearly 20 per cent. There was a disturbing upswing of accident rates in the latter part of the year, which reduced our gains considerably. We anticipate a steady improvement as more senior officers convert their growing awareness of, and concern for, accident prevention into practical approaches to safe and efficient work production within their departments."

GRIEVANCES

The Chief Personnel Officer dealt with a number of grievances of individual employees. Of the total number, seven were submitted under the terms of Order in Council No. 2398/61. Five were settled by the Chief Personnel Officer, and two were forwarded to the Civil Service Commission for a formal hearing. In addition, the Civil Service Commission heard six briefs on wages and working conditions from the various groups of employees.

CONCLUDING OBSERVATIONS

The year 1964 was one of definite expansion in the field of public personnel administration. The addition of several large ships to the B.C. Ferry System demanded from the Commission's recruitment and selection section extra efforts in ensuring that the Ferry System is staffed with competent, courteous, and intelligent personnel. In addition, the Chief Personnel Officer rendered much and constant advice to the Ferry Authority on matters involving its administration of personnel.

The addition to the staff of Mr. Fred Manson as a staff organization, wage, and methods analyst was of distinct assistance to the Classification and Wage Division. Mr. Manson came with experience as a senior official from a large Canadian railway system. He is also a qualified professional engineer.

In conclusion, the Chairman wishes to record his thanks to his two colleagues on the Commission, to each member of the Commission's staff, and to you, Mr. Minister, for the patience and assistance rendered during his absence from duty in the summer.

ACKNOWLEDGMENTS

The Commission again expresses its sincere thanks to all departments of Government and to other Provincial and Federal Civil Service Commissions for their

whole-hearted co-operation. The Government Agents in the various centres of the Province have, as in the past, rendered valuable assistance in supervising the recruiting of junior clerical and stenographic positions in their localities. The Commission also wishes to record its thanks and appreciation to its technical and clerical staffs for loyal and efficient performance of their duties.

The Commission also extends to you, Sir, as Provincial Secretary, its sincere appreciation for your continued assistance and understanding.

CIVIL SERVICE COMMISSION.

H. M. MORRISON, *Chairman.*

J. E. BROWN, *Member.*

E. R. RICKINSON, *Member.*

APPENDIX

Twenty-five-year continuous-service certificates were awarded to the following Government employees in December, 1963:—

Miss M. J. Allen, Senior Clerk, Old-age Assistance Board, Department of Social Welfare.
Mr. G. Benson, Road Maintenance Foreman, Department of Highways, North Vancouver.
Mr. P. M. Beere, Principal Clerk, Central Microfilm Bureau, Department of the Provincial Secretary.
Mrs. R. A. Brandner, Charge Psychiatric Nurse, The Woodlands School, Mental Health Services.
Mr. B. L. Brown, Administrative Officer, Department of the Attorney-General.
Mr. A. C. D. Budd, Superintendent of Works, Department of Public Works.
Miss D. Burton, Clerk-Stenographer 5, Department of Mines and Petroleum Resources.
Miss C. E. Carson, Clerk-Stenographer 4, Division of Tuberculosis Control, Public Health Services.
Mrs. C. J. Catterall, Clerk-Stenographer 5, Department of Recreation and Conservation.
Miss E. J. M. Coates, Clerk 2, Motor-vehicle Branch, Department of the Attorney-General.
Mr. P. Colodin, Electroencephlograph Operator, Crease Clinic, Mental Health Services.
Miss E. M. Cook, Deputy Government Agent, Powell River, Department of Finance.
Miss I. M. Cope, Head Nurse, Pearson Hospital, Public Health Services.
Mr. W. Crothall, Audit Accountant, Controlling and Audit Branch, Department of Finance.
Mr. H. C. Davies, Personnel Officer, Department of Highways.
Mr. A. A. Day, Deputy Registrar, Land Registry Office, Kamloops, Department of the Attorney-General.
Dr. L. G. d'Easum, Medical Superintendent, Provincial Mental Home, Colquitz, Mental Health Services.
Mr. J. R. Duncan, Chief Psychiatric Nurse, The Woodlands School, Mental Health Services.
Mr. D. L. Frew, Workmen's Compensation Board.
Dr. F. O. R. Garner, Medical Specialist, Division of Tuberculosis Control, Public Health Services.
Mr. J. V. Gaspard, Government Agent, Powell River, Department of Finance.
Mr. B. H. E. Goult, Chief Executive Officer, Labour Relations Branch, Department of Labour.
Mrs. M. A. Griffiths, Clerk-Stenographer 4, Government Agency, Cranbrook, Department of Finance.
Miss H. F. Hall, Clerk 3, Division of Tuberculosis Control, Public Health Services.
Mr. E. R. Hughes, Inspector, Inspection Branch, Department of Mines and Petroleum Resources.
Mr. H. Ingleton, Psychiatric Aide, Provincial Mental Hospital, Essondale, Mental Health Services.
Mr. H. R. Ingram, Road Maintenance Foreman, Courtenay. Department of Highways.
Miss K. M. Johnson, Clerk 3, Superannuation Branch, Department of the Provincial Secretary.
Mr. G. Jones, Road Maintenance Foreman, Vernon, Department of Highways.
Mr. R. A. Jones, Principal Officer, Haney Correctional Institution, Department of the Attorney-General.
Mr. R. C. Jones, Technical Forest Officer, Scaling Fund, Forest Service.
Mr. I. Kerr, Assistant Charge Psychiatric Nurse, Provincial Mental Hospital, Essondale, Mental Health Services.
Mr. J. W. Lane, Deputy Warden, Haney Correctional Institution, Department of the Attorney-General.
Mr. E. A. Levis, Chief Psychiatric Nurse, Crease Clinic. Mental Health Services.
Mr. F. H. Lewis, Mechanical Foreman, Prince Rupert, Department of Highways.
Mr. S. Lowrey, Fire-fighter, Valleyview Hospital, Department of Public Works.
Mr. L. D. McCutcheon, Psychiatric Nurse, Provincial Mental Hospital, Essondale, Mental Health Services.
Mr. C. G. McIlmoyl, Principal Clerk, Purchasing Commission, Department of Finance.
Mr. P. L. McLaren, Building Service Worker, Department of Public Works.
Mr. N. A. W. MacLellan, Psychiatric Nurse, Crease Clinic, Mental Health Services.
Mr. H. G. McWilliams, Director, Parks Branch, Department of Recreation and Conservation.

Miss D. L. May, Clerk 3, Government Agency, Nanaimo, Department of Finance.
Mr. H. W. Mellish, Secretary, Public Utilities Commission.
Mr. E. A. Miles, Cook, Marpole Infirmary, Hospital Insurance Service.
Mr. A. R. B. Millar, Electrician, Tranquille, Department of Public Works.
Mr. R. Moncrieff, Fire-fighter, Tranquille, Department of Public Works.
Mr. W. S. Morgan, Chief Psychiatric Nurse, The Woodlands School, Mental Health Services.
Dr. H. M. Morrison, Chairman, Civil Service Commission, Department of the Provincial Secretary.
Mr. R. E. Moss, Administrative Officer, Department of Mines and Petroleum Resources.
Mr. G. E. Neilson, Psychiatric Nurse, Provincial Mental Hospital, Essondale, Mental Health Services.
Mr. O. Oro, Electrician, Allco Infirmary, Department of Public Works.
Mr. R. M. Palm, Chief Psychiatric Nurse, The Woodlands School, Mental Health Services.
Mr. W. C. Phillips, District Forester, Kamloops, Forest Service.
Mr. R. L. K. Poyntz, Audit Accountant 3, Controlling and Audit Branch, Department of Finance.
Miss E. V. Prangnell, Clerk 2, Equipment Branch, Department of Highways.
Mr. H. J. Price, Administrative Officer, Accounting Division, Health Services.
Mr. A. C. Pritchard, Deputy Government Agent, Lillooet, Department of Finance.
Mr. C. J. T. Rhodes, Supervisor, Map Production, Forest Surveys, Forest Service.
Mr. J. A. Sadler, Director of Social Welfare, Department of Social Welfare.
Mr. A. H. Sharpe, Chief Clerk, Motor-vehicle Branch, Department of the Attorney-General.
Mr. F. G. Siddell, Bridge-tender, New Westminster, Department of Highways.
Mr. J. A. Smith, Supervising District Horticulturist, Kelowna, Department of Agriculture.
Mr. W. K. Smith, Administrative Officer, Department of Municipal Affairs.
Dr. H. S. Stalker, Medical Specialist, Pearson Hospital, Public Health Services.
Mrs. E. M. St. Laurent, Deputy Government Agent, Clinton, Department of Finance.
Mr. R. H. Strong, Chief Psychiatric Nurse, Provincial Mental Hospital, Essondale, Mental Health Services.
Mr. B. Varcoe, Draughtsman, Water Investigations Branch, Water Resources Service.
Mr. C. B. Watson, Administrative Officer 5, Mental Health Services.
Miss M. I. Williams, X-ray Technician, Crease Clinic, Mental Health Services.

STATISTICS

TABLE 1.—ENROLMENTS IN THE CIVIL SERVICE FROM 1948 TO 1963 (AS AT DECEMBER 31ST)

Year	Permanent	Casual	Total
1948	.....	.....	6,417
1949	.....	.....	7,345
1950	.....	.....	7,694
1951	.....	.....	7,994
1952	.....	.....	8,543
1953	.....	.....	8,543
1954	7,945	578	8,523
1955	8,138	755	8,893
1956	8,398	872	9,270
1957	8,722	899	9,621
1958	8,349	914	9,263
1959	8,541	1,278	9,819
1960	8,629	1,406	10,035
1961	8,763	1,470	10,233
1962	8,859	1,444	10,303
1963	8,988	1,457	10,445

NOTE.—Before 1954 no record was kept as to number of permanent or casual.

TABLE 2.—APPOINTMENTS MADE BY THE CIVIL SERVICE COMMISSION FROM 1935 TO DECEMBER 31, 1963

Year	Probationary	Casual	Permanent	Total
1935/36	.....	258	78	336
1936/37	.....	279	104	383
1937/38	.....	297	185	482
1938/39	.....	328	133	461
1939/40	.....	342	146	488
1940/41	.....	356	121	477
1941/42	.....	352	88	440
1942/43	.....	474	173	647
1943/44	.....	491	184	675
1944/45	.....	547	155	702
April 1, 1945, to December 31, 1946	.....	2,058	1,245	3,303
1947	.....	2,048	815	2,863
1948	.....	2,041	867	2,908
1949	1,230	507	370	2,107
1950	984	441	290	1,715
1951	1,191	600	339	2,130
1952	1,417	673	378	2,468
1953	1,193	473	390	2,056
1954	1,149	533	438	2,120
1955	1,264	1,030	332	2,626
1956	.....	923	1,786	2,709
1957	.....	851	1,943	2,794
1958	.....	686	885	1,571
1959	.....	1,013	1,019	2,032
1960	.....	1,036	881	1,917
1961	.....	989	856	1,845
1962	.....	906	796	1,702
1963	.....	1,055	899	1,954

NOTE.—From 1945 to 1948, probationary appointments are included in the "Casual" column. From and including 1956, probationary appointments are counted as permanent, and are not counted again when officially confirmed as permanent.

TABLE 3.—NUMBER OF CIVIL SERVANTS ENROLLED IN DEPARTMENTS OF GOVERNMENT AS AT DECEMBER 31, 1963, ACCORDING TO SEX

Department	Permanent and Probationary		
	Male	Female	Total
Premier's Office	.....	1	1
Agriculture	189	55	244
Attorney-General	345	295	640
Commercial Transport	9	4	13
Education	136	161	297
Finance	404	255	659
Forest Service	677	165	842
Public Health Services	251	669	920
Mental Health Services	1,269	1,429	2,698
Hospital Insurance Service	93	103	196
Highways	292	103	395
Industrial Development, Trade, and Commerce	50	28	78
Labour	62	44	106
Lands Service	226	30	256
Mines and Petroleum Resources	76	26	102
Municipal Affairs	22	5	27
Provincial Secretary	64	122	186
Public Utilities Commission	26	28	54
Public Works	509	48	557
Recreation and Conservation	67	23	90
Social Welfare	191	341	532
Water Resources	85	10	95
Totals	5,043	3,945	8,988

TABLE 4.—NUMBER OF CASUAL EMPLOYEES ENROLLED IN DEPARTMENTS OF GOVERNMENT AS AT DECEMBER 31, 1963, ACCORDING TO SEX

Department	Casual		
	Male	Female	Total
Premier's Office	.....	.....	.....
Agriculture	20	6	26
Attorney-General	3	45	48
Commercial Transport	72	1	73
Education	3	16	19
Finance	5	10	15
Forest Service	107	61	168
Public Health Services	43	127	170
Mental Health Services	164	313	477
Hospital Insurance Service	1	1	2
Highways	113	28	141
Industrial Development, Trade, and Commerce	.....	.....	.....
Labour	.....	.....	.....
Lands Service	6	7	13
Mines and Petroleum Resources	.....	5	5
Municipal Affairs	.....	.....	.....
Provincial Secretary	31	20	51
Public Utilities Commission	.....	.....	.....
Public Works	101	30	131
Recreation and Conservation	4	9	13
Social Welfare	39	59	98
Water Resources	3	4	7
Totals	715	742	1,457

TABLE 5.—SICK LEAVE GRANTED FROM OCTOBER 1, 1962, TO SEPTEMBER 30, 1963, ACCORDING TO DEPARTMENTS OF GOVERNMENT

Department	Number of Civil Servants and Casual Employees as at Sept. 30, 1963	Days' Sick Leave with Pay	Average per Employee	Days' Sick Leave without Pay	Average per Employee	Total Average Days per Employee	Average by Total Enrolment (with and without Pay)	Percentage of Working-days Lost (with and without Pay)
Premier's Office	1	.....	.....	.....	.....	.....	.....	.....
Agriculture	274	1,140.3	4.16	36.0	0.13	4.29	0.11	1.72
Attorney-General	695	3,065.2	4.41	468.5	0.67	5.08	0.33	2.03
Commercial Transport	84	162.2	1.93	.....	.....	1.93	0.02	0.77
Education	331	1,084.1	3.27	1,079.7	3.26	6.53	0.20	2.61
Finance	693	2,711.6	3.91	146.1	0.21	4.12	0.27	1.65
Forest Service	1,044	3,125.2	2.99	196.1	0.19	3.18	0.31	1.27
Public Health Services	1,097	5,628.4	5.13	1,425.3	1.30	6.43	0.66	2.57
Mental Health Services	3,241	19,015.0	5.87	3,999.7	1.23	7.10	2.16	3.84
Hospital Insurance Service	203	1,868.9	9.21	234.1	1.15	10.36	0.19	4.14
Highways	551	1,866.3	3.39	47.8	0.09	3.48	0.18	1.39
Industrial Development, Trade, and Commerce	79	435.5	5.51	106.6	1.35	6.86	0.05	2.74
Labour	110	751.0	6.83	43.7	0.40	7.23	0.07	2.89
Lands Service	273	1,364.7	5.00	8.0	0.03	5.03	0.13	2.01
Mines and Petroleum Resources	102	418.7	4.10	103.1	1.01	5.11	0.05	2.05
Municipal Affairs	29	82.1	2.83	8.0	0.28	3.11	0.01	1.24
Provincial Secretary	241	1,059.8	4.40	110.3	0.46	4.86	0.11	1.94
Public Utilities Commission	55	293.4	5.33	9.5	0.17	5.50	0.03	2.20
Public Works	687	3,035.8	4.42	432.3	0.63	5.05	0.33	2.02
Recreation and Conservation	102	302.6	2.97	2.0	0.02	2.99	0.03	1.19
Social Welfare	662	2,835.9	4.28	694.9	1.05	5.33	0.33	2.13
Water Resources	99	240.9	2.43	4.5	0.05	2.48	0.02	0.99
Totals	10,653	50,487.6	.....	9,156.2	.....	.....	.....	.....

Over-all sick-leave averages: With pay, 4.74 days; without pay, 0.85 day; total, 5.59 days.

TABLE 6.—NUMBER OF SEPARATIONS IN 1963 ACCORDING TO DEPARTMENT OF GOVERNMENT

Department	Superannuated	Resigned	Died	Dismissed	Finished	Transferred to O.S.
Premier's Office	----	----	----	----	----	----
Agriculture	1	25	----	4	3	----
Attorney-General	6	82	2	2	17	----
Commercial Transport	1	6	2	----	1	----
Education	3	37	----	1	32	1
Finance	7	65	3	1	13	2
Forest Service	5	76	2	----	2	3
Public Health Services	7	171	1	3	14	1
Mental Health Services	13	552	11	10	131	8
Hospital Insurance Service	3	25	----	----	1	1
Highways	11	40	1	1	1	4
Industrial Development, Trade, and Commerce	----	13	----	----	1	----
Labour	----	7	----	2	----	----
Lands Service	1	16	2	2	----	----
Mines and Petroleum Resources	----	8	1	1	3	----
Municipal Affairs	----	1	----	----	----	----
Provincial Secretary	3	25	----	----	6	1
Public Utilities Commission	1	5	----	----	----	----
Public Works	3	30	3	1	4	1
Recreation and Conservation	----	6	----	----	21	1
Social Welfare	2	107	----	2	24	3
Water Resources	----	4	----	----	4	1
Totals	67	1,271	28	30	278	27

TABLE 7.—CLASSIFICATION REVIEWS BY DEPARTMENTS IN 1963 WITH COMPARATIVE FIGURES FOR PREVIOUS YEARS

Department	Upward Revisions	Downward Revisions	Reviews Resulting in No Change	Total
Agriculture	7	----	5	12
Attorney-General	49	----	17	66
Commercial Transport	2	----	1	3
Education	9	3	7	19
Finance	34	2	16	52
Hospital Insurance Service	7	----	5	12
Highways	28	----	11	39
Industrial Development, Trade, and Commerce	7	----	6	13
Labour	4	----	----	4
Lands Service	16	1	13	30
Forest Service	29	----	5	34
Water Resources Service	2	----	2	4
Mines and Petroleum Resources	5	----	2	7
Municipal Affairs	2	----	3	5
Provincial Secretary	14	----	4	18
Public Utilities Commission	3	----	3	6
Public Works	23	----	13	36
Recreation and Conservation	14	3	6	23
Social Welfare	43	1	6	50
Public Health Services	25	----	6	31
Mental Health Services	28	14	122	164
Totals, 1963	351	24	253	628
Totals, 1962	----	----	----	611
Totals, 1961	----	----	----	694
Totals, 1960	----	----	----	647
Totals, 1959	----	----	----	496

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