

Date: October 19, 2005



**TO: Board Members – Parks and Recreation**  
**FROM: General Manager – Parks and Recreation**  
**SUBJECT: FACILITY DEVELOPMENT  
COORDINATOR POSITION**

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**RECOMMENDATION:**

- A. THAT the Board approve the establishment of an additional regular full time Facility Development Coordinator for the period 2006-2008, subject to the capital works plebiscites in the November municipal election being approved;*
- B. THAT funding for this position be derived from the 2006-2008 Capital Plan project management and overhead account.*

**POLICY**

The Board establishes new positions.

**BACKGROUND**

Within the Facility Development Branch of the Planning and Operations Division there are currently four facility development coordinator positions. These positions are responsible for project management of capital works initiatives involving community centres, rinks, pools, and other facilities. The work involves coordination of activities by architect, sub consultants and contractors through all stages of a project including programming, design tendering, construction and commissioning. On smaller projects, facility development coordinators directly undertake design, working drawings, estimates, tender evaluations, and site supervision.

**DISCUSSION**

The upcoming 2006-2008 capital plan creates a significantly higher workload on existing Facility Development staff. The total capital works to be administered by the group will rise from approximately \$30 million over the 2003-2005 period to \$50 million Park Board projects, plus participation in the development of the \$35 million Olympic Legacy at Hillcrest Park, which is funded by VANOC.

Major Park Board projects include: Percy Norman Pool, VanDusen Gardens, Trout Lake Ice Rink, Killarney Ice Rink, and Renfrew Change Rooms. In addition to these major projects, there are a number of smaller projects for which the project managers are responsible.

In light of the increased workload an additional position needs to be established for the Plan period. An assessment of work levels in 2008 can determine whether the position should be continued beyond that date.

This position is within the CUPE 15 jurisdiction and funding for it would be provided in the project management and overhead line (\$4,400,000) of the 2006-2008 Capital Plan.

With the Board's approval now, the position can be posted in the week after the plebiscite and filled early in 2006, thus ensuring an appropriate start for an extensive facility development program.

Prepared by:

Planning and Operations Division  
Board of Parks & Recreation  
Vancouver, B.C.  
PR