

April 15, 1999

TO: Board Members - Parks and Recreation
FROM: General Manager - Parks and Recreation
SUBJECT: Human Resources Report - New Regular Positions

RECOMMENDATION

THAT the Board approve the regularization of temporary funds in order to establish two new regular full-time positions: a Landscape Designer within the Planning Department to co-ordinate park development projects and a Recreation Services Coordinator within Recreation, responsible for providing Emergency Social Services in the event of an emergency or disaster. The classification of the positions are subject to review by the General Manager of Human Resources

BACKGROUND

The collective agreement requires us to post any vacancy which exceeds 6 months. While the collective agreement does not demand that all temporary full-time positions be made permanent after a period of time, it does require us to review such a positions in order to determine whether whether they should be regularized.

The Union, CUPE Local 15, has earlier this year lodged a policy grievance with the City concerning this matter which has reminded us of this fact.

DISCUSSION

1. **Landscape Designer:** The Planning Department has , over the past years, employed temporary full-time staff in the capacity of a Landscape Designer. There have been several incumbents through this temporary position, the most recent one hired in March 1998. The Planning Department has reviewed its long term staffing needs and confirms that it requires an on-going position involved in the professional and administrative work to oversee, coordinate and inspect complex tender documentation and construction for major projects within the Park Board planning section. Creating a regular full time position will fulfill the need to carry out work in the Capital Plan and work associated with parks donated to the City by large development companies.

2. **Recreation Services Coordinator:** this position was established in 1997 on a temporary full time basis responsible for providing emergency social services in the event of an emergency or disaster. Working closely with staff in the Emergency Operations Centre, this position will develop and implement the Park Board's Emergency Plan within the City's overall Emergency Plan.

FUNDING

1.Landscape Designer: funding for this position currently exists in the Capital Budgets

2.Recreation Services Coordinator: funding has been included in the Park Board's Operating budget. Subject to budget approval, ongoing funding for the position will be shared 50/50 with the City's Risk & Emergency Management Department.

APPENDIX

Job Descriptions