

Date: June 15, 2007



**TO: Board Members – Vancouver Park Board**  
**FROM: General Manager – Parks and Recreation**  
**SUBJECT: Administrative Report - Position Changes**

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## RECOMMENDATION

*THAT the Board approve:*

- (A) a change in hours for three regular part-time CUPE 15 positions;*
- (B) the creation of one regular full-time CUPE 15 position; and*
- (C) the deletion of one regular full-time Exempt position and the creation of one regular full-time Exempt position;*

*with the source of funds as indicated in the body of this report.*

## POLICY

The Global Budget arrangement with the City allows the Board to establish positions if funds are in place.

## DISCUSSION

Park Board operations are periodically reviewed to ensure staffing is appropriate to provide for service to the public in support of the Board's priorities. Such reviews include an analysis of ongoing auxiliary or temporary hours and may indicate the need for creation and/or deletion of regular positions or adjustment of position hours for regular part time positions. A number of reviews have taken place and changes as detailed below were reviewed and recommended by the Finance Committee at its meeting of April 16, 2007.

### **CUPE 15 Regular Part-time Swimming Instructor Attendants – Templeton Pool**

Two regular part-time Swimming Instructor Attendant positions at Templeton Pool are both currently funded at 16 hours per week, which is less than the 50% of full-time employment required to maintain the positions' regular part-time status. It is proposed to increase the hours to 20 per week for each position to reflect the actual work being carried out and to comply with clause 1 (c) of the CUPE 15 collective agreement. The funds will be transferred from the existing auxiliary budget.

**CUPE 15 Regular Part-time Head Cashier – Kitsilano Complex**

One Head Cashier position at Kitsilano Complex with funding for 15 hours per week has been vacant since August 2005. Upon analysis, the timing of work being performed varies and it is being performed by auxiliary staff. According to the CUPE 15 collective agreement Schedule C, Part B.10(b) when a position's hours fall below 50% of a regular fulltime position, the position's status reverts to auxiliary. It is proposed to convert this position to auxiliary hours to reflect the functions at the community centre.

**CUPE 15 Regular Full-time Facility Development Coordinator II – Planning and Operations**

In order to facilitate the increased planning and project supervision work associated with the capital budget, a temporary full time Facility Development Coordinator II position is proposed to be converted to Regular Full time. The temporary funding already available in the capital budget will fund the regular full-time position.

**Exempt Regular Full-time Manager of Business Development – Corporate Services**

Almost 40% of the Park Board's budget is supported by revenues generated through recreation and income operations. When setting priorities, the Park Board Commissioners recognized the importance of this source of funds and identified as a priority the need to develop new, creative and responsible ways to develop additional revenues to augment Park Board core business, provide better service and meet future needs.

To fully pursue all the opportunities available to the Park Board, maximize current revenues, and provide needed marketing expertise to front line staff involved in providing customer services, it is proposed to create a new position – Manager of Business Development. The proposed position will focus on marketing Park Board programs, improving customer services, exploring/developing new business initiatives and generating additional income for the Board. This position would directly and indirectly supervise staff throughout the organization, leading a cross-functional, multi-jurisdictional team.

The new Manager of Business Development position is subject to review by the General Manager of Human Resources. At the request of the Commissioners, it has been confirmed that this position is an exempt management position, with an anticipated annual salary in the range of \$82,000 - \$104,000 plus benefits. This position will be funded from a combination of increased revenues and the conversion of the vacant exempt Supervisor Food Services position (\$68,900 plus benefits).

## **SUMMARY**

Staffing level reviews continue to be conducted to ensure appropriate support for Board's priorities and activities; when indicated, recommendations will be brought to the Board to create, delete or adjust hours of regular positions.

The above recommendations were reviewed by the Finance Committee at its meeting of April 16, 2007 and are recommended to the Board for its approval.

Prepared by:

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