



**To:** Parks, Recreation and Cultural Services Committee      **Date:** January 11, 2011  
**From:** Dave Semple  
General Manager, Parks and Recreation      **File:**  
**Re:** Hamilton Community Centre Staffing Approval

**Staff Recommendation**

1. That a Position Complement Code for a Recreation Facility Clerk position at the Hamilton Community Centre be approved; and that
2. The creation of a Position Complement Code for a Recreation Leader position at the Hamilton Community Centre be approved.

Dave Semple  
General Manager, Parks and Recreation  
(604.233.3350)

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<b>ROUTED TO:</b>		<b>CONCURRENCE</b>		<b>CONCURRENCE OF GENERAL MANAGER</b>	
Budgets		Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
Human Resources		Y	<input checked="" type="checkbox"/>	N	<input type="checkbox"/>
<b>REVIEWED BY TAG</b>		YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
			<b>REVIEWED BY CAO</b>		
			YES	<input checked="" type="checkbox"/>	NO

## **Staff Report**

### **Origin**

At the meeting on October 13, 2009, Council endorsed the Hamilton Community Centre Expansion, including:

“...two regular full time positions...Recreation Leader and Recreation Facility Clerk.”

At the meeting on March 8, 2010, Council endorsed the 2010 Capital Budget and 5 Year Financial Plan (2010 – 2014) which included the Operating Budget Impact for the Hamilton Community Centre Expansion.

The purpose of this report is to outline the rationale for these two positions, and to seek Council endorsement for the creation of Position Complement Codes for them.

These positions fit with Council’s term goal of “...*have a stable, effective, and knowledgeable workforce to serve Council and the community now and in the future...*”

### **Analysis**

In mid April of 2011, the newly expanded Hamilton Community Centre is anticipated to open to the public. The new, 8600 sq. ft. facility, includes multi-purpose rooms, fitness room, meeting rooms, lobby and community gathering space, reception, and administration offices.

In order to program and operate the facility at a level similar to other community centres in Richmond additional staff resources are required. A full time Recreation Facility Clerk is required to provide administrative support and direction for the operation as well as to oversee the front line service to customers. The Recreation Leader will work in conjunction with the existing Community Facility Coordinator to provide programs and services that meet the needs of the growing community.

In the current operation, front line services are provided by auxiliary attendants, and the Community Facility Coordinator does all of the programming with minimal support from auxiliary staff. The addition of these positions will result in a staffing level similar to what is provided at other community centres relative to the size of the facility and community. In order to have programs in place and the facility ready for opening these positions should be filled as quickly as possible.

### **Financial Impact**

The operating budget impact for the expanded Hamilton Community Centre was approved along with the capital budget March 8, 2010. The following positions and respective salaries, Recreation Facility Clerk, \$58,928, and Recreation Leader, \$64,828, are included in the operating budget for the facility.

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**Conclusion**

The approval of these two additional full time positions will ensure the Hamilton Community Centre has the programs and services needed to meet the needs of the growing community.

A handwritten signature in black ink that reads "B. Ayers". The signature is written in a cursive style with a large initial "B" and a stylized "Ayers".

Elizabeth Ayers  
Manager, Community Recreation Services  
(604-247-4669)

EA:ea