



Date November 6, 2012

**City Council
Committee Report**

To: Mayor and Council
Fr: Colleen Neil, Recreation Services Manager
Re: Recreation Maintenance Staff

Recommendation:

That Council of the City of Kenora hereby approves proceeding with the proposed staffing increase for the Kenora Recreation Centre and Keewatin Memorial Arena; and further

That Council approves the Recreation Services Manager to proceed immediately, in cooperation with the Human Resources Manager, to implement the changes contained within the report of the Recreation Services Manager dated November 6, 2012.

Background:

In 2008 an alternate staff structure was proposed and approved for the Recreation Department. The approved 2008 organizational structure allowed for a unionized sub foreman position to be eliminated in order to accommodate a non unionized maintenance supervisor for non unionized support, supervision and management coverage. Two maintenance technician positions were also created meeting the identified needs brought forward to council by the Maintenance Operations staff on August 11, 2008. These two new positions were created from the existing compliment of the current Maintenance Operators.

These positions have allowed the department to create career opportunities that go beyond entry level positions and creation of these two positions has allowed for skilled technicians to advance into useful and rewarding positions within the City. With the advanced technology and new systems within the Kenora Recreation Centre the City needed to ensure that staff had the proper skills and training to safely and effectively manage and maintain the seven day a week operation that this facility offers its citizens. The Maintenance Technicians are compensated at \$1.12 higher than a Certified Maintenance Operator.

These positions were also created with the intention to allow for more efficient completion of maintenance tasks and special projects that would required a higher level of skill or outside contractors or service staff to be brought in.

Staff feel that even though the amount of work and projects that have been completed is significant there is a suggestion that with a change in the current scheduling format there are efficiencies that could be achieved. The Maintenance Technicians are currently part of the Maintenance Operator schedule. They are tasked with completing the daily duties of the Operators as well as completing ongoing Technician tasks and therefore have constant time constraints and interruptions when involved in maintenance projects (leaving work on the roof to flood the ice every hour).

The proposal is to take the Technicians out of the rotation so that they have uninterrupted time to concentrate on preventative maintenance, repairs, capital projects, support other maintenance needs of the department (museum, library if needed) and decrease the need for contracted service. These two positions will still be scheduled on a 7 day a week rotation and available to back fill the Operators positions when part-time operators are not available.

The removal of the Technicians from the Operator schedule creates two full-time vacancies. In reviewing the current actual costs of the staffing for this rotation (7 day a week with 10 hour shifts – accommodating both the Kenora Recreation Centre and the Keewatin Memorial Arena) and the actual number of hours worked by part-time staff to meet the demands of the schedule; the manager is suggesting to decrease the current compliment of part-time Operators from four (4) to three (3) and create 2 full time Operators positions to be meet the demands of the schedule and work load for both the Operators and the Technicians.

Budget:

Salaries and the proposed staffing compliment have submitted in the proposed 2013 operating budget.

The cost to the operating budget for these changes to reflect the increase of two (2) full time operators and decrease of part-time operators will be \$48,841.95 for 2013.

The cost to implement the changes following resolution of council at its November meeting is \$6,105.00

Savings should also be recognized in the contracted services line proposed in 2013.

Communication Plan/Notice By-law Requirements:

Human Resources

Finance and Admin

Recreation Services