

Attachment B

Request # 1 - Temporary/Seasonal Crew Lead – City Complex Crew

The first request is to implement a seasonal In-Scope Crew Lead for a 26-week period to lead the 10 seasonal staff responsible for:

- Mowing and trimming crews for Thatcher Drive East and West, 9th Avenue N.W, N.E, and South, Main Street North and South, Manitoba Expressway, 24th 32nd, 16th Avenues, tatawaw Park, Sunningdale Coulee, Iron Bridge, Happy Valley and all City pathways.
- The water truck operator who waters flowers and new trees throughout the City.
- Weeding crew who maintains flower beds/pots, medians/boulevards and parking lots throughout the City.

These responsibilities are currently managed by the Out of Scope Parks Supervisor in addition to the other supervisory requirements for the other 5 Parks crews within the Parks Division. During peak summer periods, the Parks Supervisor has over 15 direct reports and must supervise crews working in all areas of the City which can become unmanageable and creates concerns when related to staff supervision and training, work inspections, and staff safety.

The implementation of this new seasonal Crew Lead position will help ensure that proper supervision and direction is being provided to all Parks crews.

Financial Implications

2021 Operating Budget	
Wages & Benefits	\$32,545
Supplies & Equipment	\$600
TOTAL	\$33,145

Request # 2 – Two (2) Temporary Seasonal Labourers – Weed Trimming

The second request is to hire two (2) seasonal labourers for a 14-week period beginning in June to improve weed trimming frequency and the number of areas that receive regular weed trimming, primarily focusing on green spaces along entrances and major roadways through the City. These positions will help improve the overall aesthetics and beautification of the City.

In 2019, the Parks Division eliminated the two (2) seasonal labourer weed trimming positions to establish full-time weeding and spraying crew that maintains the new raised planters on medians and perennial beds throughout the City. This crew also maintains the shrub beds that were previously lacking maintenance in areas such as Iron Bridge, West Park, Belmont Park and the New Rock development.

The reduction of the 2 weed trimmers has resulted in the Department having to reduce the frequency of trimming many areas and has led to many calls and complaints from the community.

Financial Implications

2021 Operating Budget	
Wages & Benefits	\$27,765
Supplies & Equipment	\$500
Equipment Costs	\$4,235
TOTAL	\$32,500

2021 Equipment Reserve Budget	
Road Certified Utility Vehicle	\$14,000
TOTAL	\$14,000

Request # 3 – Temporary Seasonal Parks Person I – Irrigation Attendant

The Parks Division is having difficulty properly maintaining and operating the City's aging irrigation systems with three (3) irrigation staff therefore the third request is to hire a seasonal irrigation attendant for a 22-week period to allow for two (2) crews of two (2) people.

Most of the crew's time is currently spent on start-ups/shutdowns and repairing major failures which limits the amount of time available for routine inspections and maintenance. (See explanation below for annual time spent on irrigation activities)

Irrigation Season (22 weeks)

- Start-up – 6 weeks
- Major failures – 4 weeks
- Sprinkler head replacements – 2 weeks
- Shutdown – 8 weeks

Start-ups involve meter installs, charging lines, fixing breaks, sprinkler head inspections at sports fields, parks, traffic islands, seasonal buildings, and spray parks.

Shutdowns involve meter removals, blowing out lines, and winterizing seasonal buildings.

In 2020 there were 9 major failures in the irrigation systems averaging 3 days each to repair. When failures occur two (2) staff are immediately assigned to complete the repair as quickly as possible, which leaves only one (1) staff for all other repairs, inspections and preventative maintenance.

By dividing into two (2) crews, the following improvements are expected:

- Better preventative maintenance and inspections of irrigation systems which will decrease repair frequency and costs.
- Quicker spring start up process which allows repairs and maintenance to be addressed earlier in the season.
- Dedicated crew to focus on repairing failures while the other crew can continue with regular maintenance and less likely to fall behind.
- Improved system shutdowns and blow outs resulting in less winter damage due to freezing lines which creates efficiencies with less major repairs to begin following season.
- Better staff coverage during annual vacation leave, SDO's and on sick days.

The Parks and Recreation Department is also investigating opportunities for automating many of the City's irrigation systems to provide further efficiencies when it comes to water consumption and system monitoring.

Financial Implications

2021 Operating Budget	
Wages & Benefits	\$26,850
Supplies & Equipment	\$250
Equipment Costs	\$4,900
TOTAL	\$32,000

2021 Equipment Reserve Budget	
Road Certified Utility Vehicle	\$20,000
TOTAL	\$20,000