

ITEM	14
MANAGER'S REPORT NO.	83
COUNCIL MEETING	1979 12 10

RE: APPROVAL FOR THE FUNDING OF STAFFING REQUIREMENTS AT THE CAMERON AND EASTBURN COMMUNITY CENTRES
(ITEM 11, REPORT NO. 81, 1979 NOVEMBER 26)

The following report from the Parks and Recreation Administrator contains the additional information that Council requested with respect to the establishment and funding of positions that are required for the operation of the Cameron and Eastburn Community Centres.

Attached for convenient reference is the report that Council considered on November 26.

RECOMMENDATION:

1. THAT the recommendations of the Parks and Recreation Administrator be adopted.

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TO: MUNICIPAL MANAGER 1979 December 04
FROM: ADMINISTRATOR PARKS & RECREATION
SUBJECT: CLARIFICATION OF REQUEST FOR APPROVAL FOR THE FUNDING OF STAFFING REQUIREMENTS AT THE CAMERON AND EASTBURN COMMUNITY CENTRES - i.e. THE OPERATION OF THE LOUNGE AT CAMERON CENTRE; SPECIAL OCCASION LICENCE AT CAMERON CENTRE; COUNCIL AUTHORIZATION OF LIQUOR LICENCE; STAFF SALARY SCALES AT CENTRES; NUMBER OF JANITORS REQUIRED FOR CAMERON CENTRE

RECOMMENDATIONS

1. THAT Council accept this report as clarification of the questions expressed at Council's meeting 1979 November 26, Manager's Report No. 81, "Staffing for Two New Community Centres - Cameron and Eastburn".
2. THAT advance approval be given for the establishment and funding of fourteen (14) new positions for the Cameron and Eastburn Community Centres.

REPORT

At its meeting of 1979 November 26, Council tabled the Manager's Report No. 81 re "Staffing for Two New Community Centres - Cameron and Eastburn" for further clarification on the points noted above.

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 (re: Staffing Requirements -
 Cameron & Eastburn Centres)

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The Parks and Recreation Commission requested approval in principle to permit the operation of a food and beverage service at the Northeast Burnaby Community Centre (Cameron Centre). Council adopted the Commission's recommendation at its meeting of 1979 July 03, "THAT Council approve the operation of a public food/beverage service as a function of the Northeast Burnaby Community Centre". Implicit in the approval was that the Commission operate the proposed lounge, thus the inclusion of the position Lounge Attendant.

The second concern relating to the licencing of a bar was, "Could community groups still receive special occasion licences if there is a licenced bar in the facility?" The Liquor Control Board was contacted. They specified that groups could still receive special occasion licences providing that the function was conducted in a room other than the licenced lounge. With the existing Cameron Centre design, we will be able to satisfy the Liquor Control Board regulation and provide the community groups the opportunity to acquire special occasion licences.

The acquisition of a Class "A" licence required for the operation of a lounge is subject to a formal application to the Liquor Control Board. Council's authorization of the lounge service is prerequisite to the Liquor Control Board's approval.

Clarification of staff salary scales:

In the Manager's Report, it was stated that the Centre's Coordinator's salary would be \$16,452 per annum and the Janitor's salary would be \$17,305 per annum. These figures were not accurate comparisons. Due to an error, the non-janitorial position did not include the benefit package of 13.5%. The corrected salaries are as follows:

<u>Cameron Centre</u>	<u>Annual Salary Cost</u>	<u>1980 Salary Costs Budgeted</u>
1 Centre Coordinator	\$ 18,673	\$ 14,005
1 Asst. Centre Coordinator	17,066	9,649
3 Recreation Clerks @ \$13,429	40,287	23,501
1 Clerk Typist	12,844	7,492
2 3/5 Janitor Custodians @ \$17,305	44,993	33,745
1 Lounge Attendant	16,467	9,606
 <u>Eastburn Centre</u>		
1 Centre Coordinator	\$ 18,673	\$ 14,005
1 Program Leader	12,408	10,664
1 Recreation Clerk	13,429	10,073
1 2/5 Janitor Custodians @ \$17,305	24,227	18,170

As indicated on the staff list for Cameron Centre, there are 2-3/5 full time janitors. The reason for this number is based on the fact that the Centre will require janitorial services for the seven days per week and approximate 16 hours per day operation.

As pointed out by Council, the security and control of the liquor is a serious concern of lounge operators. The approach to the security and handling of the liquor in the Cameron Centre will be made in the same serious manner as that of the management of a hotel or other private lounge.

The facility has been designed to provide the necessary liquor storage control, e.g. the bar area and liquor storage area will include secure locking systems and a burglar alarm system.

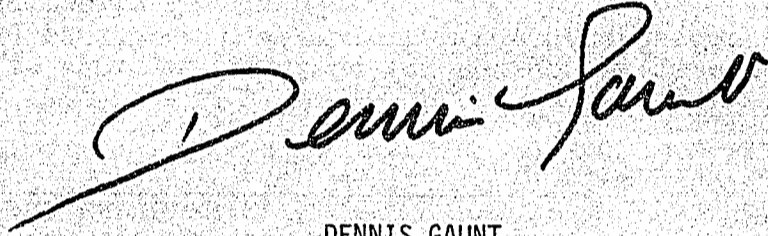
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The handling of the liquor is another aspect of control. This aspect is not as difficult as that of an hotel or commercial lounge operation because of the relatively small volume and limited choice of liquor for sale. The risk of theft and misuse of the liquor will be reduced by the fact that only two or three persons maximum would handle the liquor or have access to it. This is in contrast to the many staff involved in a commercial venture. This general approach has worked successfully in Port Moody's Recreation Complex and Oak Bay Community Centre.

Exact inventory control and cash control systems will be established to guarantee effective management of this centre function. The Centre Coordinator will actively monitor the control of liquor and cash on a daily basis. This monitoring will be overseen by the East Burnaby area supervisor who will also be accommodated in the Cameron facility.



DENNIS GAUNT
Administrator

ND/mh

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RE: APPROVAL FOR THE FUNDING OF STAFFING REQUIREMENTS AT THE CAMERON AND EASTBURN COMMUNITY CENTRES

The following report from the Parks and Recreation Administrator contains a request for approval to establish and fund the positions that are required for the operation of the Cameron and Eastburn Community Centres.

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RECOMMENDATION:

1. THAT the recommendation of the Parks and Recreation Administrator be adopted.

1979 November 19

TO: MUNICIPAL MANAGER
 FROM: ADMINISTRATOR, Parks & Recreation Department
 RE: STAFFING FOR TWO NEW COMMUNITY CENTRES
 CAMERON AND EASTBURN

RECOMMENDATION:

THAT advance approval be given for the establishment and funding of 14 new positions for the Cameron and Eastburn Community Centres.

REPORT

At its meeting of 1979 November 21 the Parks & Recreation Commission received and approved a recommendation from its Finance Committee for the establishment and funding of 14 new permanent positions to staff Cameron and Eastburn Community Centres and to be included in the 1980 Provisional budget.

The construction program for both Centres is on schedule and it is anticipated that the Centres will be open for business in April 1980. The 1980 Provisional budget therefore provides funding for three quarters of a normal operating year as follows:

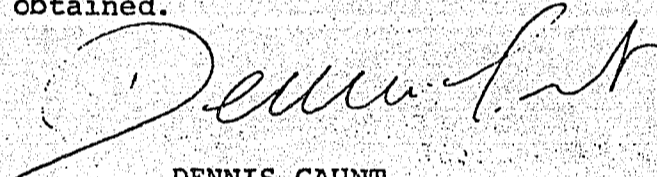
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<u>Cameron Centre</u>	<u>Annual Salary Cost</u>	<u>1980 Salary Costs Budgeted</u>
1 Centre Coordinator	\$ 16,452	\$ 12,339
1 Asst. Centre Coordinator	15,036	8,771
3 Recreation Clerks @ \$11,832	35,496	20,706
1 Clerk Typist	11,316	6,601
2 3/5 Janitor Custodians @ \$17,305	44,993	33,745
1 Lounge Attendant	14,508	8,463
 <u>Eastburn Centre</u>		
1 Centre Coordinator	\$ 16,452	\$ 12,339
1 Program Leader	10,932	9,396
1 Recreation Clerk	11,832	8,875
1 2/5 Janitor Custodians @ \$17,305	24,227	18,170

It is necessary to receive advance approval for the establishment of these positions in order that recruiting can now proceed and appointments made in time for the anticipated opening of the Centres.

The Commission is also making arrangements for the maximum public involvement in the running of these Centres and public meetings will be held during the month of January in both areas so that maximum public involvement can be obtained.



DENNIS GAUNT
Administrator

DG:cw