



## NEW POSITION REQUEST TO COUNCIL

DATE OF REQUEST:	May 12, 2025
POSITION / JOB TITLE:	<b>Manager of Community Services Operations</b> <b>Manager of Recreation and Culture</b>
DEPARTMENT:	Community and Development Services
ANNUALIZED COST (includes benefits):	
EQUIPMENT COSTS:	
ESTIMATED START DATE:	Immediate
TYPE OF EMPLOYMENT:	FT

### POSITION JUSTIFICATION:

#### **Community Services Department Restructuring**

As part of the ongoing restructuring of the Community Services Department and its integration with Building, Bylaw, and Planning Services into the new Department of Community and Development Services, the reclassification of the Supervisor of Parks and Recreational Facilities and the Supervisor of Recreation, Programs and Community Liaison to Manager-level positions and the streamlining of four divisions within Community Services into two (Operations, and Recreation and Culture) is a strategic step to strengthen leadership capacity, reinforce succession planning, and ensure operational redundancy.

This reclassification ensures that each Manager has the appropriate level of authority required to effectively administer their respective divisions. It also formally recognizes the significant responsibilities and leadership functions already being performed functions that exceed the typical scope of a Supervisor role.

The newly established Manager roles (Manager of Operations and Manager of Recreation and Culture) will provide consistent oversight, act as key decision makers in the Director's absence, and guide the department through increasing service demands while maintaining service quality and operational efficiency.

This structural realignment not only ensures uninterrupted service delivery but also supports departmental growth, strengthens internal

leadership, and positions the new Community and Development Services Department for long-term success.

In summary, the restructuring of the Community Services Department enhances service delivery by strengthening leadership, streamlining operations, and improving decision-making. Upgrading Supervisor roles to Managers ensures each division Operations, and Recreation and Culture is led with the appropriate authority and oversight.

This structure improves, service delivery, accountability, supports succession planning, and builds capacity to create redundancy, ensuring residents continue to receive efficient, high-quality services today and into the future.

#### IMPACT OF NOT APPROVING POSITION:

Without the reclassification of the Supervisor of Parks and Recreational Facilities and the Supervisor of Recreation, Programs and Community Liaison to Manager level positions and the streamlining of the four Community Services divisions into two is not carried out, there are several risks to both staff and the organization.

1. **Leadership Gaps:** Without these Manager roles in place, there will be insufficient leadership capacity to provide consistent oversight and support across the Operations and Recreation and Culture divisions, particularly as the Municipality continues to grow.
2. **Weak Succession Planning and Redundancy:** The absence of clearly designated Managers capable of stepping into decision making roles in the Director's absence will undermine succession planning efforts and weaken operational redundancy, leaving the department vulnerable during leadership transitions or absences.
3. **Role Misalignment:** These positions are currently performing work that goes beyond a typical Supervisor role. Keeping them classified as Supervisors doesn't reflect the work they do, which could lead to frustration, lower morale, and difficulty keeping or attracting qualified staff.
4. **Reduced Operational Efficiency:** Without the appropriate level of authority, staff in leadership roles may face delays in making decisions or managing resources, which can directly affect service delivery and the department's ability to meet growing demands.

