



GRAND VALLEY

STAFF REPORT

To: Mayor and Members of Council
From: James Allen, Recreation Facilities Manager
Meeting Date: February 25, 2025
Report Number: 2025-042
Subject: Recreation Department Analysis

Recommendation

THAT Council receives Report – Recreation Department Analysis for information purposes.

Executive Summary

Purpose

To present the requested Recreation Department analysis.

Key Findings

- Recreation provides many services to the community
- Volunteerism provided many of these services in the past

Financial Implications

None

Report

Background

At the January 28, 2025 meeting, Council requested an analysis of the functions of the Town's recreation department.

Discussion

The Town currently employs the following Recreation Department positions:

- Recreation Facilities Manager (40 hours/week)
 - o Shared with Arena, approximately 60% arena, 40% Town
- Recreation Programmer/Facilities Operator
 - o Shared with Arena, approximately 50-50
- 2 Recreation Facilities Operators
 - o Shared with Arena, approximately 90% Arena when ice in, 80% Town in off-ice season

The following table lists all the functions of the Recreation Department, how they were managed previously and how they are currently being managed. Where “staff” is listed, this refers to a member of the Recreation department.

Recreation Department Functions

Function	Avg. Time Requirement	Previous Management	Current Management
Campground Registrations	.5 hours/week	Grand Valley Lions Club	Staff
Campground Opening	24 hours at start of season	Grand Valley Lions Club	Staff
Campground Inspections	1 hour/week	Grand Valley Lions Club	Staff
Campground Repairs	.25 hours/week	Grand Valley Lions Club	Staff
Campground Facility cleaning	3 hours/week	Grand Valley Lions Club	Staff and Contract – portapotties, garbage collection, pavilion
Campground Utilities	As needed	Town	Town
2 Roundabout Gardens	10 hours/week	Mayberry Hill Association	Staff
Flower beds on public land	10 hours/week	Grand Valley Garden Club	Grand Valley Garden Club Staff
Grass Cutting and Trimming:	Per Week:		
Arena	2	Arena Staff	Staff
Boswell Park	2	Volunteers	Staff
Cemetery	40	Public Works	Staff
Other Town lands	--	Public Works/ Contractor	Public Works/ Contractor
Splash pad inspections	14 hours/week	Staff	Staff

Splash pad repairs and maintenance	As needed	Staff	Staff
Baseball Diamonds maintenance: washroom cleaning, pavilion cleaning, fence maintenance	14 hours/week	2 diamonds operated by Grand Valley Minor Baseball	3 diamonds – Staff
Ball Diamond Playing Surface preparation: - Grass cutting/trimming - Diamond grooming & Line Painting	4 hours/week/ diamond 8 hours/week/ diamond	Grand Valley Minor Baseball	Staff
Baseball Diamond Scheduling	unknown	Grand Valley Minor Baseball	Staff
Baseball Diamond finance management	Unknown	Grand Valley Minor Baseball	Staff
Baseball Program Policy and Procedure	As needed; policy creation, update	None	Staff
Arena Ice Management - Installation - Resurfacing, Quality Monitoring	- 2 weeks x 3 people - 6 hours/week	Staff	Staff
Arena Summer Camp	3 hours/day	Manager	Manager
Arena Reservations	15 hours/week	Staff	Staff
Arena Finances/Board Meeting preparation	2 hours/week	Manager	Manager
Arena Washroom Cleaning	14 hours/week	Staff	Staff
Arena Facility Cleaning (with ice)	28 hours/week	Staff	Staff
Arena Facility Cleaning (no ice)	14 hours/week	Staff	Staff
Arena Evening Security	16 hours/week	Staff	Staff
Arena budget and capital project planning and execution	Various throughout the year	Limited, but would have been Manager/Board Volunteers/External Consultants	Manager
Arena documentation - Non-ice inspections and logbooks	2 hours/week	Limited	Staff
Arena Policy development and execution	8 hours/week	n/a	Manager

Program – youth	4 hours/week	None	Staff
Program – seniors	8 hours/week	Volunteers	Staff
Funding Research and writing	40-80 hours/grant	None	Staff
Playground Repairs	2 hours/week	Volunteers/None	Staff
Playground Inspections and Documentation	2 hours/week	None	Staff
Playground Planning		None	None
Recreation Growth-related Planning		None	Manager
Recreation Asset Management <ul style="list-style-type: none"> - Inspection records - Recording capital improvements - Long-Term planning 	8 hours/week	<ul style="list-style-type: none"> - Limited by Staff - Limited by Town finance staff - None 	<ul style="list-style-type: none"> - Staff - Staff - Staff
Recreation Staff Training <ul style="list-style-type: none"> - Coordination - Attendance 	4 hours/year 3 weeks/year	None	Manager Staff
Trails (including Upper Grand Rail Trail) <ul style="list-style-type: none"> - Inspection - Maintenance 	8 hours/week	Volunteers	Staff

Total average hours of non-Community Centre season weekly projects = 129 hours (excluding programs). This will vary each week, depending on weather and volume of facility use.

Two full-time Operator positions ensure staffing consistency at the Community Centre. This decision has significantly reduced reliance on untrained, temporary, or less experienced staff at the Arena during the winter months.

Finding candidates with the necessary specialized skill set to be an Operator, who are also willing to accept a six-month contract, has proven to be quite challenging. Most qualified individuals seek full-time opportunities elsewhere, making it difficult to retain skilled staff on an on-going, seasonal contract basis.

The Programmer role continues to grow as we develop our senior’s programs and other recreational programs, while seeking funding to support these programs.

Financial Impact

None

Consultations

Meghan Townsend, CAO/Clerk

Attachments

None

This report was submitted by

James Allen

jallen@townofgrandvalley.ca.

This report was approved by

Meghan Townsend

Chief Administrative Officer/Clerk

519-928-5652 extension 222