

To: David Creery, Chief Administrative Officer
From: Brian Connors, Director of Parks & Recreation
Re: Special Events Coordinator

AIM

To seek Council's approval to make the Special Events Coordinator a full-time position.

BACKGROUND

In the 2023 Revenue Fund Budget, Council approved a seasonal full-time Special Events Coordinator position for 9 months. This position assists the Manager of Special Events in planning, coordinating, and delivering special events to the community throughout the year. With the growth and increased planning efforts required for special events, this position has become very important to ensure all special events are run to a high standard.

COMMENTS

The Special Events Coordinator position is coming before Council ahead of the normal budget process in order that the months of January through March can have greater management planning time. This is based on the current workload within Special Events. This request is coming forward now, so that it can take effect January 1, 2024, thus keeping the full-time Special Events Coordinator position in place.

Not only is there enough special event work for this position to keep busy throughout the year, but more management assistance is required to support the transition of the registration and booking system software that is used by Parks, Recreation and Culture. These departments are transitioning software systems and with the departure of our Aquatic Supervisor in August, the system migration plan requires further management support. There is currently only one other supervisor who has gone through the initial training and the transition plan is too labour-intensive to oversee the training of all the Parks, Recreation and Culture staff who will require it. Additionally, a great deal of manually moving credited funds from one system to another is required. Moving up the timeline of the Special Events Coordinator by three (3) months, will provide another trained management staff who can assist with a smooth transfer of the registration and booking systems.

The estimated additional cost in the 2024 Revenue Fund budget to convert this position to full-time is \$19,600 using estimated increases for 2024.

RECOMMENDATION

That Woodstock City Council authorize pre-approval in the 2024 Revenue Fund Budget to convert the Special Events Coordinator to a full-time position effective January 1, 2024.

Authored by: Brian Connors, Director of Parks and Recreation

Approved by: David Creery, M.B.A., P.Eng., Chief Administrative Officer