Minutes - Executive Policy Committee - March 12, 2008

Minute No. 196
Report - Standing Policy Committee on Protection and Community Services - March 3, 2008

Item No. 4 **Grant to the Assiniboine Park Corporation for a Lead Administrative Officer Position**
File PR-7.1

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

The Executive Policy Committee concurred in the recommendation of the Standing Policy Committee on Protection and Community Services and submits the following to Council:

1. That commencing in 2008 an annual grant of $130,000.00 be approved to the new Assiniboine Park Corporation to cover salary and benefits costs of a lead administrative officer.

2. That continuation of, or changes to, the annual grant be determined as part of the Management Agreement between the City of Winnipeg and the Assiniboine Park Corporation.

3. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

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DECISION MAKING HISTORY:

Moved by Councillor Steeves,

That the recommendation of the Standing Policy Committee on Protection and Community Services be concurred in and forwarded to Council.

Carried

STANDING COMMITTEE RECOMMENDATION:

On March 3, 2008, the Standing Policy Committee on Protection and Community Services concurred in the recommendation of the Winnipeg Public Service and submitted the matter to the Executive Policy Committee and Council.

RE: Grant to the Assiniboine Park Corporation for a Lead Administrative Officer Position

FOR SUBMISSION TO: Standing Policy Committee on Protection & Community Services

ORIGINAL REPORT SIGNED BY: Clive Wightman, Director
Community Services Department

REPORT DATE: January 29, 2008

RECOMMENDATION:

1. That Council approve an annual grant of $130,000 commencing in 2008 to the new Assiniboine Park Corporation to cover salary and benefits costs of a lead administrative officer.

2. That continuation of, or changes to, the annual grant be determined as part of the Management Agreement between the City of Winnipeg and the Assiniboine Park Corporation.

Report Summary

Key Issues:

- The position of Assiniboine Park Enterprise (A.P.E.) Chief Operating Officer was vacated in July 2007 due to a resignation. The position was created to oversee and lead Assiniboine Park and Enterprise development. Position funds have been retained in the 2008 – 2010 draft Community Services Business Plan. The position may be deleted and the budget adjusted, making salary and benefits funds available for the recommended grant.

- A new governance structure for Assiniboine Park was approved by Council in June 2007 and the initial governing Board of Directors for the Assiniboine Park Corporation (the "Corporation") was approved by Council on January 23, 2008.

- Within six months of incorporation, the new Corporation is required to present its strategic plan to Executive Policy Committee for review and referral to Council for approval. $100,000 in start-up funds has been allocated from the Assiniboine Park Enterprise Reserve Fund for costs associated with development of the Board and their strategic plan.

- A Grant of funds saved through elimination of the A.P.E. Chief Operating Officer position will allow the Corporation to immediately conduct a recruitment and hire a qualified officer to lead the Corporation's strategic plan and subsequent developments including negotiation of a Management Agreement with the City of Winnipeg.

- A Management Agreement is anticipated within 12 months of incorporation of the new governing body. Continuation of or changes to the recommended grant will be determined as part of the Management Agreement, which will require Council approval.

Implications of the Recommendation(s):

General Implications

( ) None

( ) For the organization overall and/or for other departments

(**X**) For the community and/or organizations external to the City

( ) Involves a multi-year contract

Comment(s): A Grant of position funds to the Corporation will allow it to immediately recruit and hire a qualified officer to lead their strategic and subsequent plan developments.

Policy Implications

(**X**) No

( ) Yes

Comment(s):

Regulatory Implications

(**X**) None

( ) Eliminates or reduces regulatory impact

( ) Proposes regulatory impact

Comment(s):

Environmental Implications

(**X**) No

( ) Yes

Comment(s):

Human Resources Implications

( ) No

(**X**) Yes

Comment(s): The position of Assiniboine Park Enterprise Chief Operating Officer would be deleted from the City of Winnipeg staff complement.

Financial Implications

(**X**) Within approved current and/or capital budget

( ) Current and/or capital budget adjustment required

Comment(s): Funding for the Assiniboine Park Enterprise C.O.O. position has been included in the 2008 – 2010 draft Business Plan.

Report

REASON FOR THE REPORT:

Council approval is required to provide a grant to the Assiniboine Park Corporation for the purpose of having the Corporation proceed with recruitment and employment of a qualified officer.

HISTORY:

- The position of A.P.E. Chief Operating Officer (C.O.O.) was created with Council approval in 2003 to oversee steps in the development of Assiniboine Park.
- The C.O.O. led development of a new governance plan; in June 2007, Council approved a new structure for Assiniboine Park led by an independent not-for-profit corporation operating under a Management Agreement with the City of Winnipeg.
- The A.P.E. Chief Operating Officer resigned in July 2007.
- Council approved the initial governing Board of Directors for the Assiniboine Park Corporation in January, 2008.

DISCUSSION:

The resignation of the A.P.E. Chief Operating Officer presents an opportunity to accelerate development of the new governing body of Assiniboine Park. The recommended $130,000 amount represents the 2008 salary and benefit costs budgeted

for the C.O.O. position. The position will be deleted from the City of Winnipeg staff complement and salary and benefits savings made available as funding for the recommended grant. This grant from the City of Winnipeg to the new Assiniboine Park Corporation would allow the Board of Directors to immediately conduct a recruitment search and employ a qualified officer to provide administrative lead to the governing body.

Early employment of a qualified officer would provide the Corporation with expedited administrative lead and liaison with the City of Winnipeg administration. An administrative lead is required to develop an effective and fully informed transfer of responsibilities from the City of Winnipeg to the Assiniboine Park Corporation. As part of a comprehensive and long-term strategic plan, the new Corporation will need to develop a thorough understanding of all Assiniboine Park operations, costs, infrastructure needs, and opportunities for revenue development. In addition to negotiating a Management Agreement with the City of Winnipeg, the new Corporation will need to negotiate with each of three Park partner organizations (Friends of the Assiniboine Park Conservatory, Zoological Society of Manitoba and Partners in the Park, Inc.) for transfer of their operations and assets to the new authority. These tasks will be made simpler by virtue of having a permanent officer of the Corporation lead them from the onset.

Continuation of, or changes to, the recommended annual grant of $130,000 will be determined as part of the Management Agreement regarding financial support from the City of Winnipeg. The Management Agreement will require Council approval.

Start-up funds from the A.P.E. Reserve Fund of $100,000, which were approved by Council in June 2007, are being used for Board recruitment and development. These funds may also be used by the Corporation for officer recruitment and selection, office set-up, legal expertise related to establishment of the Corporation and its by-laws and the development of the Management Agreement with the City of Winnipeg.

Assiniboine Park Enterprise will play a facilitative role with the new Board / Officer to provide pertinent information and data and to respond to inquiries and requests as appropriate. Community Services has developed a strategic team consisting of Department Heads and Managers from Departments whose area of operations will be significantly impacted by a transfer of responsibilities to the new governing Corporation. This team will manage the transition period, including the development of a detailed Management Agreement.

Financial Impact Statement

Date: January 29, 2008

Project Name:

Grant to the Assiniboine Park Corporation for a Lead Administrative Officer Position

First Year of Program **2008**

	2008	2009	2010	2011	2012
Capital					
Capital Expenditures Required	$ -	$ -	$ -	$ -	$ -
Less: Existing Budgeted Costs	-	-	-	-	-
Additional Capital Budget Required	$ -	$ -	$ -	$ -	$ -
Funding Sources:					
Debt - Internal	$ -	$ -	$ -	$ -	$ -
Debt - External	-	-	-	-	-
Grants (Enter Description Here)	-	-	-	-	-
Reserves, Equity, Surplus	-	-	-	-	-
Other - Enter Description Here	-	-	-	-	-
Total Funding	$ -	$ -	$ -	$ -	$ -
Total Additional Capital Budget Required	$ -				
Total Additional Debt Required	$ -				
Current Expenditures/Revenues					
Direct Costs	$ 130,000	$ 130,000	$ 130,000	$ 130,000	$ 130,000
Less: Incremental Revenue/Recovery	-	-	-	-	-
Net Cost/(Benefit)	$ 130,000	$ 130,000	$ 130,000	$ 130,000	$ 130,000
Less: Existing Budget Amounts	130,000	130,000	130,000	130,000	130,000
Net Budget Adjustment Required	$ -	$ -	$ -	$ -	$ -

Additional Comments: Funding for the C.O.O. position has been included in the 2008 – 2010 draft Business Plan.

Cindy Fernandes, B Comm (Hon), CMA
Manager of Finance & Administrative Services

IN PREPARING THIS REPORT THERE WAS:

Internal Consultation With and Concurrence By:
Internal Services Department
Corporate Finance

External Consultation With:

THIS REPORT SUBMITTED BY:

Community Services Department
Assiniboine Park Enterprise Division
Prepared by: Frank Caldwell, Manager, Assiniboine Park Enterprise

File No.