Minute No. 314
Report - Standing Policy Committee on Protection and Community Services – April 11, 2005

Item No. 3 **Transfer of Administrative Responsibility for Park Naming - Community Services Department to Public Works Department File PR-7**

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 the administrative responsibility for park naming be transferred from the Community Services Department to the Public Works Department.

2. That the Council Policy entitled "Guidelines for Naming of Parks" as adopted by Council on July 18, 1979 and revised on September 29, 1998, be further revised to name the Chief Administrative Officer or delegate in place of the Director of Community Services as responsible for recommending naming of parks and facilities.

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

Minutes - Executive Policy Committee – April 20, 2005

Report - Standing Policy Committee on Protection and Community Services – April 11, 2005

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 April 11, 2005, the Standing Policy Committee on Protection and Community Services concurred in the administrative recommendation and submitted the matter to the Executive Policy Committee and Council.

ADMINISTRATIVE REPORT

RE: Transfer of the Administrative Responsibility for Park Naming from the Community Services Department to the Public Works Department

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

ORIGINAL REPORT SIGNED BY: Ursula Stelman, Director
Community Services Department

Bill Larkin, Director
Public Works Department

REPORT DATE: March 24, 2005

RECOMMENDATION(S):

- That the administrative responsibility for park naming be transferred from the Community Services Department to the Public Works Department.

- That Council Policy C159 entitled "Guidelines for Naming of Parks" as adopted by Council on July 18, 1979 and revised on September 29, 1998, be further revised to name the Chief Administrative Officer or delegate in place of the Director of Community Services as responsible for recommending naming of parks and facilities.

REPORT SUMMARY:

Key Issues:

- The Parks and Open Space Division of Public Works Department is responsible for the development, operation and maintenance of all neighbourhood, community and regional parks except for Assiniboine Park.

- Administrative responsibility for conducting park naming reviews currently resides with the Community Services Department. To conduct park naming reviews, Community Services (Assiniboine Park Enterprise) personnel rely upon Public Works staff who maintain park inventories, registries, history, and all budgets required for costs associated with park naming.

- Transfer of the administrative responsibility for conducting park naming reviews to the Public Works Department will result in more efficient workflows, eliminating the unnecessary step of having Community Services staff contact, consult, and review options and budget implications with Public Works personnel.

- A change to Council Policy C159 is required to replace the Director of Community Services as responsible for this administrative task. Naming the Chief Administrative Officer or delegate will provide the flexibility to assign this role as required.

- The Standing Policy Committee on Protection and Community Services will retain approval authority to name or re-name park properties and facilities.

- There are no budgeted or support costs associated with the administrative responsibility for conducting park naming reviews and writing the associated reports for Standing Policy Committee consideration.

Implications of the Recommendation(s):

General implications:

☐ **None**

X **For the organization overall &/or for other departments**

☐ **For the community and/or organizations external to the City**

☐ **Involves a multi-year contract**

Comment(s):

Currently, Assiniboine Park Enterprise staff must consult with the Public Works Department when preparing reports for park naming. The transfer of this administrative responsibility to the Parks and Open Spaces Division of the Public Works Department will provide a more efficient service for administrative review.

Policy implications:

☐ **No**

X **Yes** **Comment(s):**

Amendment to Council Policy C159 Guidelines for Naming of Parks is required.

Environmental implications:

X **No**

☐ **Yes** **Comment(s):**

Human Resources implications:

X **No**

☐ **Yes** **Comment(s):**

Financial implications:

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

□ **Current and/or capital budget adjustment required**

Comment(s):

There is no financial impact associated with transferring the responsibility for conducting park naming reviews. Costs associated with park naming are contained within Public Works operating budget.

REASON FOR THE REPORT:

Changes to Council policy require the approval of City Council.

HISTORY:

On July 18, 1979 Council adopted Council Policy C159 entitled "Guidelines for the Naming of Parks". On September 29, 1998, Council revised Council Policy C159 to specify that administrative responsibility for recommending the naming of parks be transferred to the Director of Community Services as opposed to the Manager of Parks and Recreation and/or the General Manager of Parks and Recreation.

In 1998, Community Services assigned administrative responsibility for conducting park naming reviews to the Cultural Services and Amenities Division. In 2000, that division became Assiniboine Park Enterprise, focusing specifically upon the planning, managing and operation of Assiniboine Park.

DISCUSSION:

In accordance with Council Policy C159, the Community Services Department is presently responsible for recommending park naming and renaming to the Standing Policy Committee on Protection and Community Services. To conduct park naming reviews, Community Services (Assiniboine Park Enterprise) staff relies upon Public Works for park information, inventories and budget information relative to park naming costs including signage and opening ceremonies.

Public Works Department is responsible for Winnipeg parks and park facilities. Assiniboine Park represents one exception in responsibility for the overall network of Winnipeg parks. This transfer of responsibility would enhance the efforts and stewardship of Parks and Open Space Division and improve efficiencies by centralizing the naming of park properties with one single administrative entity. Moreover, the transfer from Community Services will allow Assiniboine Park Enterprise to focus solely upon Assiniboine Park alone.

There are no budgeted funds associated with the administrative responsibility for conducting park naming reviews.

Council Policy C159 entitled "Guidelines for Naming of Parks" as adopted by Council on July 18, 1979 and revised on September 29, 1998, requires further revision to name the Chief

Administrative Officer or delegate in place of the Director of Community Services as responsible for providing recommendations for naming park properties.

Standing Policy Committee on Protection and Community Services will retain authority for naming and renaming park properties and facilities.

Financial Impact Statement

Date: March 24, 2005

Project Name: **First Year of Program** **2005**

Transfer of the Administrative Responsibility for Park Naming from the Community Services Department to the Public Works Department

	2005	2006	2007	2008	2009
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	$ -	$ -	$ -	$ -	$ -
Less: Incremental Revenue/Recovery	-	-	-	-	-
Net Cost/(Benefit)	$ -	$ -	$ -	$ -	$ -
Less: Existing Budget Amounts	-	-	-	-	-
Net Budget Adjustment Required	$ -	$ -	$ -	$ -	$ -

There is no financial impact associated with transferring the responsibility of conducting park naming reviews. Costs associated with park naming are contained within Public Works operating budget.

Original Signed By
Cindy Fernandes, B.Comm (Hon),CMA
Acting Manager of Finance and Administrative

IN PREPARING THIS REPORT THERE WAS CONSULTATION WITH, AND CONCURRENCY BY:

- Legal Services

THIS REPORT SUBMITTED BY:

Community Services Department
Assiniboine Park Enterprise, Chief Operating Officer
Prepared by: Frank Kowalski, Frank Caldwell
File No.