

STAFF REPORT

Department: Community and Recreation

Date: April 9, 2024

Item: Full-time Cleaner Position

Recommendation: Be It Resolved That: Council approve the hiring of a full-time Cleaner at the Espanola Regional Recreation Complex to be utilized by both the Community and Recreation Department and the Espanola Public Library.

Background: The Cleaner position is a current CUPE 4705 position with a step 1 hourly rate of \$17.73/hour.

Since opening in 1999, The Espanola Regional Recreation Complex (ERRC) had multiple part-time cleaner positions. This position was scheduled to work everyday in the afternoons due to the high usage rate at the Complex. During 2012 and 2013, usage in the facility dropped considerably. With the combination of this and the need for financial reductions within the Department, a decision was made to eliminate the part-time cleaners. From 2013 through to present day, all the duties of cleaning the Recreation Complex are performed by the Facility Attendants.

The Espanola Public Library (EPL) and Espanola Regional Recreation complex currently have an agreement that the Recreation Department supplies 12 hours/week of cleaning to the EPL to maintain their standards. The duties and requirements are well mapped out and were agreed upon by both parties.

Starting in 2022, we have seen a steady incline in the number of patrons and events at the Recreation Complex. With this increased usage comes a greater need for janitorial duties to maintain cleanliness and orderliness in the space. To maintain the level of cleanliness required, effective cleaning strategies are needed to keep up with the demands of higher usage rates. One of the areas affected by the higher demand of cleaning is the EPL as the Facilities team struggles to find the time required to keep up with the Library's needs given the added work at the Complex.



In 2023, the Recreation Complex surpassed the membership and rental amounts that were budgeted for. Usage rates were well above pre-covid numbers. The increased volume of patrons has led to an increased need for cleaning in changerooms, washrooms, Library and office areas.

Currently in 2024, we have seen even greater increases to ice rentals, pool usage and gym memberships. This increased usage has stretched an already small workforce beyond their capability - the greatest decline being in building preventative maintenance. The Facility Attendants must prioritize the day-to-day operations and cleaning duties over the maintenance duties.

Our team has done an admirable job of trying to keep cleaning demand at the ERRC and EPL. However, with the hours spent cleaning, our building is lacking the preventative maintenance it requires. As the ERRC reaches its 25th year of operation, it is imperative that a refocus on preventative maintenance occurs. Older facilities require more cleaning and maintenance to keep them operational.

Analysis: Hiring a full time Cleaner at the Espanola Regional Recreation Complex, implementing a comprehensive cleaning schedule and addressing any maintenance issues promptly can help mitigate complaints and improve the overall experience for patrons. We can continue this steady growth to becoming the proud community hub Espanola deserves.

A full-time 40 hours/week Cleaner would work Sunday-Thursday 4:30pm-1:00am. During sickness or vacation, a Facility Attendant would be utilized in the position which is currently practiced. This coverage would lead to a higher standard throughout the two facilities. To reduce the operational issues and complaints, the job would be structured as follows:

4:30pm-5:30pm - Cleaning offices and common areas
5:30pm-7:30pm - Main floor washrooms and gym washrooms
7:30pm-8:00pm - Lunch break
8:00pm-10:00pm - Library cleaning
10:00pm-1:00am - Pool changerooms and washrooms

On the weekend, the duties would be covered by Facility Attendants as needed. The duties of the position are included as an attachment i.e. Job description: The position would focus on deep cleaning and floor care during the typical 3.5-month quieter season from May to August.



The Espanola Public Library requires a high standard of janitorial services. With the schedule structure mentioned, they would receive 10 hours per week of consistent service. A full-time Cleaner at the ERRC would remedy the EPL's cleaning needs while remaining within their current operating budget.

The full-time Cleaner position would report to and be supervised by the Facility Operations Supervisor. This will allow for better organization of tasks to ensure that all duties are being fulfilled effectively. Prioritizing tasks and optimizing workflows can also help maximize the productivity of the Facility Attendants. They would be able to focus more time and attention to operations and maintenance.

The Cleaner position would focus solely on the cleanliness and upkeep of the building eliminating the need to hire more facility attendants on a casual basis who operate as both attendants and cleaners. This results in savings on training and wages.

Benefits of Fulltime Cleaner

- Higher building standards
- Better preventative maintenance
- Added full time work in the Town of Espanola
- Better coverage for implementation of fob system
- EPL will be able to meet their requirements for housekeeping
- Employees not working alone as often while building is in operation
- Fewer complaints
- Increased health and safety through a cleaner facility for employees
- Increased health and safety through cleaner facility for patron

Existing Policy: Hiring Policy

Strategic Goal: 4. Quality of Life subsection 4. Seeking opportunities to increase the year-round use of Espanola Regional Recreation Complex

Financial Commitment: Yearly salary at step 1 of current CUPE contract \$36,878.40. With fringe benefits it would cost \$51,629.76. The EPL would be responsible for \$12,907.44 annually or equivalent of 10 hours per week. The Recreation Department would be responsible for \$38,722.32 per year.

Budgeted: Yes No

Implementation: [Click or tap here to enter text.](#) Advertise the vacancy upon council approval (2-3 weeks). Short list resumes and perform interviews (1-1.5 weeks). Allow successful candidate to give 2 weeks' notice if required (2 weeks). It could take as long as 6-7 weeks after Council approval.



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CAO/Clerk: Joseph Burke

Approval of Recommendation: Yes No

Comments (CAO/Clerk): This is a position that exists already under the CUPE 4705 Collective Agreement. Staff is seeking Council's approval as the position has been vacant for a number of years and we wish to ensure the intent of the Hiring Policy is maintained by seeking approval for new full-time positions. Given the number of years that have passed since this position was last filled, we consider it to be a new position, despite its existence in the Collective Agreement.