

Organizational Review Management Recommendations

September 21, 2020



Management Recommendations

For Immediate Consideration:		Future Cost (per Pesce Report)	2020 Cost (2 months)	2021 Budget Impact
PT Office Support - Municipal Services	FT Office Support - Infrastructure Services	\$ 38,000	\$ 13,000	\$ 75,000
PT Office Support - Fire	FT Office Support - Fire	\$ 25,000	\$ 4,000	\$ 25,000
N/A	Environmental Services Supervisor	\$ 103,000	\$ 9,000	\$ 51,000
		\$ 166,000	\$ 26,000	\$ 151,000
			Tax Impact	0.8%
For 2021 Budget Consideration:				
N/A	Director of Community & Development Services	\$ 168,000		\$ 168,000
N/A	Communications Coordinator	\$ 103,000		\$ 103,000
N/A	FT Tourism and Economic Development Officer	\$ 113,000		\$ 113,000
		\$ 384,000	\$ -	\$ 384,000
			Tax Impact	2.1%
			Combined	2.9%

Position: Full-time Office Support for Infrastructure Services

Rational:

- MS currently has a ½ FTE Office Support Employee
- Additional assistance for public works / environmental supervisors in processing and closing work orders
- Will act as the reception for public works issues, reducing stress on front desk reception and improve customer relations
- Assist municipal services management with administrative tasks, allowing management to focus energy on more complex activities
- Will result in additional office support (1/2 FTE) for the Corporate Services Department



Position: Part-time Fire Dept. Office Support to Full-time

Rational:

- Fire Dept. currently has 4 full-time non-union staff + 60 volunteer fire fighters with only 1 part-time office support
- Part-time office support requires Officers to take on additional administrative duties, limiting their ability to perform inspections, public education and other core functions
- The cost of transitioning this role from part-time to full-time is minimal (\$25,000 / year) and will likely reduce turnover in this position



Position: Full-time Environmental Services Supervisor (Water / Wastewater)

Rational:

- Currently MS Supervisor is responsible for 7 full-time PW employees and 5 full-time water employees.
- This position is required to address road / water emergencies 24 hours per day and the Town has had difficulty retaining qualified supervisors in this role
- With approx. 2,000 service requests and 3,000 water locates (annually), it is difficult to stay on top of day-to-day assignments, plus routine maintenance or emergency demands
- New position would be 100% water rate funded, therefore only ½ of a supervisor position (\$51,000) impact on taxation



Position: Full-time Director of Community and Development Services

Rational:

- Currently CAO has 9 direct reports which is approaching too many individuals
- New Director would have a new department with direct reports being Building (), Planning (), Facilities & Property (), Rec and Special Events ()
- Responsible for soft services including recreation programming and special events, promotion of special facilities (eg Grovedale)
- Responsibilities include emphasis on customer service and sustainable growth in the areas of Planning and Building



Position: Full-time Communications Coordinator

Rational:

- Communications role is currently performed by the EA to the Mayor / CAO. Limited capacity for communication initiatives
- CAO will place this position in the overall corporate structure and determine to whom this position will report
- Responsibility for Website, Media Releases, Social Media, internal employee communications, AODA compliance
- Supporting and working with CAO, Departments, Mayor and Council



Position: Full-time Economic Development and Tourism

Rational:

- COVID has caused a significant impact on the local tourism and small business economy
- Focus on attracting medium to large businesses
- Provide support to small businesses
- Re-start the tourism sector shut down by COVID
- Liaison with WEEDC and TWEPI



Mid-term & Long-term Priorities

