

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: August 23, 2022

TO: Committee of the Whole

FROM: Ken T. Kelly, Chief Administrative Officer

SUBJECT: Create Director of Public Works Position

RECOMMENDATION:

THAT Committee of the Whole recommend to Council that it create the position of Director of Public Works based on the attached job description with funding for the remainder of 2022 from vacant positions across the organization (Option 1 in the report).

AND THAT Committee of the Whole recommend to Council to approve the creation of a third building inspection position to be filled until such time as an internal competition can be completed amongst the building inspectors for the successful candidate to be promoted to the position of Deputy Chief Building Official at which time third building inspector position will be vacated.

BACKGROUND:

At a Special meeting of Council on October 27, 2020 staff presented a response to the Service Delivery Review consultant report. In the response to the consultant report staff outlined actions that would be implemented and budget that would be allocated to certain initiatives and positions. Key to the implementation of the report and the staff response was the development of a Digital Strategy to guide the delivery of services in the future. This project is nearing completion and will be presented to Council for consideration.

A two-stage organizational realignment was also presented that included responsibility for certain functions in the 2021/2022 timeframe as well as a second realignment in 2023/2024 when a review of the Ontario Clean Water Agency contract was completed. Based on this review of the OCWA contract to manage the operations of the waste water treatment plant and the wells for water treatment a decision would be made by Council to continue with the contracted out model or build an internal capacity. If the internal capacity was to be created then a new Director of Public Works role was envisioned that would manage the new water and waste water staff as well as the current roads operations.

See attached report from October 2020.

DISCUSSION:

The Director of Development Services and Engineering position will be staffed based on the current process to select a candidate. Contingent on that process will be functional changes across the development and engineering service positions to implement the 2020 approved organizational structure.

The completion of a service delivery review of the roads operations has yet to be completed. The evaluation of the continued contracting out of the water and waste water management and operations needs to be completed. These are large projects that will require senior management leadership.

Staff are requesting that Council consider the creation of the Director of Public Works positions to complete these projects as well as manage the current roads operations in conjunction with the Operations Manager.

Given the current vacant positions and the number of months left in the 2020 fiscal year the budget impact of creating this position is not expected create a deficit. For 2023 the evaluation was expected to be completed by a consultant and budget allocation would be required to complete this work. The Director position will manage both the SDR of public works and the OCWA contract review with a goal of identifying potential savings and the creation of additional organizational capacity. The potential for attaining both of these goals may not be known until the reviews are completed.

OPTIONS:

Option 1

Create the position of Director of Public Works to oversee roads operations and the management of the water and waste water operations including the evaluation of the OCWA contract.

Option 2

Wait until 2023/2024 to evaluate the creation of the Director of Public Works position.

Option 3

Create a third building inspection position until an internal competition can be completed for the position of Deputy CBO from amongst the current building inspectors.

FINANCIAL IMPLICATIONS:

Funding has already be approved for the creation of the Deputy CBO position and not additional funding is required.

The Director of Public Works position will be created and funded within existing salary funds for 2022.

SUMMARY:

Staff are requesting that Council approval the creation of the Director of Public Works position and the temporary third building inspection position.

Respectfully submitted by,

Reviewed by:

Ken T. Kelly,
Chief Administrative Officer

Jeff Letourneau,
Director of Corporate Services &
Treasurer

ATTACHMENTS:

1. Report October 27, 2022 and attachments
2. Job Description for Director of Public Works.