RECOMMENDATION:
THAT the Council of the Township of North Huron hereby receive the report of the Director of Public Works, dated October 1st, 2018 regarding a proposed Public Works and Properties organizational structure for information;

AND FURTHER THAT Council receive information in closed session from the Director of Public Works in accordance with Section 239 (2) (b) regarding personal matters about an identifiable individual, including municipal or local board employees.

EXECUTIVE SUMMARY
During the spring and summer of 2018, a review of municipal operations surrounding the Recreation and Public Works department was completed. This review included discussion at the SMT level in addition to consultation with Recreation Department staff.

Through this process it was determined that the needs of the municipality with regard to maintenance and upkeep of facilities would be best served through restructuring. It was further noted that maintenance, upkeep, and capital works associated with municipal properties could be assumed by the Public Works department with minimal disruption to overall operations.

The maintenance of municipal parks and greenspaces was reviewed concurrently by Public Works. It was noted that there appeared to be overlap in maintenance of greenspaces which had the potential to decrease quality of operation and diminished accountability. Opportunity to increase the efficiency and ownership of the operation are apparent.

The attached flowcharts outline the proposed organizational hierarchy in addition to an outline of seasonal changes to work locations.

DISCUSSION
The goal of the operational review was to explore opportunities to increase the quality and efficiency of overall North Huron operations without negatively impacting the financial position of the municipality.

It was noted that there is a synergy between the mechanical aspects of Public Works and those of Facility Operations. This, coupled with the greenspace responsibilities already shared between the Recreation Department and Public Works served to underscore the opportunity to combine these areas.
The Proposal is as follows:

The maintenance, upkeep, and capital works associated with municipal properties, excluding recreational center facilities, will be overseen by the Director of Public Works.

Cemetery (Health Services) operations will be expanded to become Parks and Properties. A Lead Hand will schedule Properties, Cemetery and Green Space operations and report to the Operations Supervisor. Cemetery operator and General Labourer in addition to seasonal student employees will report to this area.

The Lead Hand for Parks and Properties is a new position and would be funded through the consolidation of funds currently applied to part time and seasonal positions. To understand the source of these funds, it is recommended Council go into closed session to receive information from the Director of Public Works in accordance with Section 239 (2) (b) of the Municipal Act.

The General Labourer would continue in the current role but report to Public Works through the Lead Hand. One Recreation Level 2 Operator would report to Parks and Properties at the beginning of the growing season and remain until ice season.

The Lead Hand for Parks and Properties would remain in the role throughout the entire year and would maintain responsibility for oversight of Properties as well as assisting with planning and ordering associated with Parks. This individual would be drawn on as an additional resource for winter control as required.

**FINANCIAL IMPACT**

The net increase in cost associated with the proposed change, including the hiring of a full time Parks and Properties Lead Hand and one additional student over previous years would represent a net increase to the 2019 budget of $16,168.44 plus benefits. This increase takes the market survey adjustments and COLA into consideration.

**FUTURE CONSIDERATIONS**

Hiring for the Lead Hand position and the additional student would be completed next year subject to the approval of the 2019 budget.

**RELATIONSHIP TO STRATEGIC PLAN**

This project relates to **Goal No. 4** of the Strategic Plan in that the administration is fiscally responsible and strives for operational excellence,
Sean McGhee, Director of Public Works

Dwayne Evans, CAO