



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Jeff Molenhuis
DATE: 21/11/2016
SUBJECT: Shared Service Public Works Organizational Chart
ATTACHMENTS: APPENDIX A – 2017 (REVISED) ORGANIZATIONAL CHART
APPENDIX B – FINANCIAL IMPACT TABLE

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby receive the Director of Public Works report Public Works Staffing Recommendations;

AND FURTHER THAT the Council of the Township of North Huron hereby approve the revised Public Works Organizational structure and authorize the Director of Public Works to proceed with internal and external job postings as outlined in Report NH16-11-21.

EXECUTIVE SUMMARY

At the November 1st, 2016 Shared Services Steering Committee meeting, a report was presented to the committee recommending a revised Public Works organizational structure. The report proposed a new structure for supervision and management of the Shared Service Public Works department. The report was presented to both Councils in closed on November 1st and 7th for Morris-Turnberry and North Huron, respectively. The Organizational Chart is outlined in Appendix A.

On November 7th, the Operations Supervisor regretfully gave notice of his retirement effective November 30th, 2016.

DISCUSSION

The restructure contemplates the following changes:

- Re-establish the Manager role
- Eliminate the Operations Supervisor role
- Eliminate one (1) Working Foreman role, establish one (1) Head Foreman role
- Establish three (3) Lead Hand roles
- Establish Environmental Services Coordinator role
- Integrate Drainage Superintendent role back into internal staff complement

Considering the retirement of the Operations Supervisor, it is appropriate to move forward with securing personnel for the new structure immediately. It is expected that the Foreman and Lead Hand roles will be posted in accordance with the personnel policies for each organization. It is anticipated the Manager role will be established as a Morris-Turnberry employee, and the Environmental Services Coordinator role will be a North Huron employee.

FINANCIAL IMPACT

Financial impact and estimated cost allocations are attached in Appendix B. Over the course of 2017, we will be evaluating our Shared Service business model to better align our delivery of services.

FUTURE CONSIDERATIONS

It is expected that the Lead Hand roles will be posted internally immediately, and both the Manager and Coordinator role will be internal and external postings with hopes of securing a suitable candidate prior to the end of 2016 or early in 2017.

RELATIONSHIP TO STRATEGIC PLAN

Goal 4 the administration is fiscally responsible and strives for operational excellence.

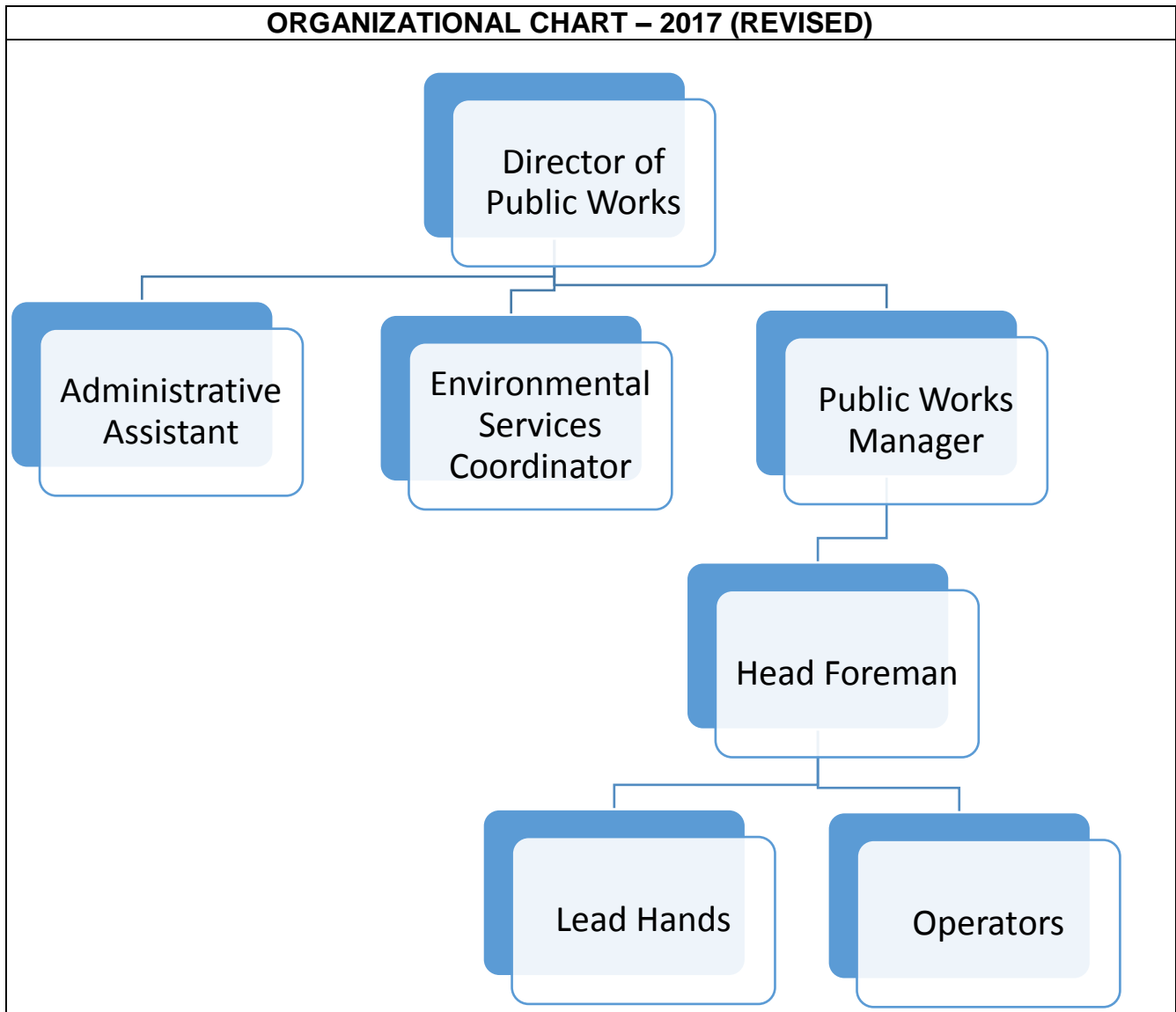


Jeff Molenhuis, Director of Public Works



Sharon Chambers, CAO

APPENDIX A – 2017 (REVISED) ORGANIZATIONAL CHART



APPENDIX B – FINANCIAL IMPACT TABLES

Table B-1 – Cost and Full Time Equivalent for Public Works Shared Service

	2017 (Transitional)	2017 (Current)	2017 (Revised)	2018 (Revised)
Management/Admin - Wages/Salary/Benefits	\$562,351*	\$467,351**	\$477,143**	\$486,686*
FTE	5.8	4.8	4.8	4.8
Lead Hand/Operators - Wages/Salary/Benefits	\$752,596	\$752,596	\$832,239.80	\$783,585.78
FTE	12	12	13	12
TOTAL Wage/Salary/Benefits	\$1,314,947	\$1,219,947	\$1,309,383	\$1,270,272
TOTAL FTE	17.8	16.8	17.8	16.8

Notes: 2017 consider 2% increase from 2016 wages and benefits

*includes cost of Drainage Superintendent within Manager or Coordinator role

**does not include cost of Drainage Superintendent through consultant forces