



Staff Report

Human Resources

Report To: Council
Meeting Date: September 9, 2019
Report Number: FAF.19.195
Subject: Creation of Second Senior Infrastructure Project Coordinator Position
Prepared by: Jennifer Moreau, Director of Human Resources

A. Recommendations

THAT Council receive Staff Report FAF.19.195, entitled "Creation of Second Senior Infrastructure Project Coordinator Position";

AND THAT Council approve the revision from an existing Infrastructure Capital Project Coordinator position to a Senior Infrastructure Capital Project Coordinator position.

B. Overview

The purpose of this Staff Report is to consider the creation and hiring of a Senior Capital Infrastructure Project Coordinator through the restructuring of an unfilled Infrastructure Capital Project Coordinator role.

C. Background

Within the 2019 Budget, Council approved two Infrastructure Capital Project Coordinator positions to deliver the Town's capital program within the Infrastructure and Public Works Department (IPW). The primary reason for the positions is to provide the capital infrastructure required to address growth and replacement needs, plus off-load significant capital projects from operational managers and supervisors so they can focus more on achieving operational efficiencies.

The Town advertised for the Infrastructure Capital Project Coordinator positions in April and May and again in June 2019. The Town was unable to successfully recruit a qualified applicant and the position remains vacant.

On July 8, 2019 a report went before Council to consider expanding the role of one of the approved Infrastructure Capital Project Coordinator to a senior level role. Council approved the expansion of this role and the Senior Infrastructure Capital Project Coordinator position was posted in August and we received a number of highly qualified applicants. Interviews have taken place and the hiring panel was impressed with the candidates they met with.

D. Analysis

Staff feel that the successful delivery of the Town's capital program is best delivered by an experienced Staff compliment. The Town has been unsuccessful in recruiting the role of Infrastructure Capital Project Coordinator. The local employment market has shown that there is limited ability to recruit at a mid-level for Capital Project Coordinator. We have a need to fill this role as soon as possible to continue moving Operations capital projects forward. We have tested the market at the Senior level for this role and we have had success. Based on this success we would like to proceed with moving the second position to the Senior level and complete the recruitment of this role.

E. The Blue Mountains Strategic Plan

Goal #4: Promote a Culture of Organizational & Operational Excellence
Objective #1 To Be an Employer of Choice
Objective #3 To Consistently Deliver Excellent Customer Service
Objective #5 Constantly Identify Opportunities to Improve Efficiencies and Effectiveness

F. Environmental Impacts

Not applicable.

G. Financial Impact

The 2019 Approved Budget had this position for 6 months at a total cost of \$59,860, increasing this position to a senior level would cost an extra \$1,800 for 2019. This cost will be funded by the capital projects that this position is completing. The annualized increase, starting in 2020, will be \$7,200.

H. In Consultation With

Ruth Prince, Director Finance and IT Services

Sam Dinsmore, Deputy Treasurer / Manager of Accounting and Budgets

Shawn Everitt, Chief Administrative Officer

I. Public Engagement

The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. Comments regarding this report should be submitted to Jennifer Moreau, hr@thebluemountains.ca.

J. Attached

Not Applicable

Respectfully submitted,

Jennifer Moreau
Director of Human Resources

For more information, please contact:

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