



Staff Report HR2021-017

Title of Report: HR2021-017 – Asset Coordinator & Financial Analyst
Department: Human Resources
Council Date: August 4, 2021

Recommendation:

Be it resolved that Council receive Staff Report HR2021-017 for information; and

That Council accept the resignation of Alan Selby as Southgate’s Asset Coordinator & Financial Analyst position and thank him for his service; and

That Council approve posting for the Asset Coordinator & Financial Analyst position immediately.

Background:

At the March 4, 2020 Council Meeting, Council approved the following motion for report CAO2020-020

Moved By Councillor Shipston **Seconded By** Councillor Rice

Be it resolved that Council receive Staff Report CAO2020-020 as information; and

That Council approve the job description for the position of Asset Management Coordinator & Financial Analyst as presented following the Job Evaluation Committee review; and

That Council approve the Job Evaluation Committee review of the job description of Asset Management Coordinator & Financial Analyst to place the position in pay band 10 on the Southgate Employee Pay Grid; and

That Council direct staff to approve and proceed with an internal and external job posting, closing March 30, 2020, with appropriate advertising.

Carried. No 2020-128

Alan Selby was selected and hired for the position and started September 14, 2020 with a contract ending date of September 16, 2022.

Staff Comments:

Alan has completed many Asset Management tasks for the Township in his first year and put the Township in a good position for Asset Management Planning under Ontario Regulation 588/17.

On July 29, 2021, Alan submitted his resignation in accordance with his employment contract, with his last day of work with the Township being August 13, 2021.

This position was to begin work on the 2022 Budget template starting in August 2021, and Asset Management legislation continues with timelines mandated by the province through Regulation 588/17. Staff recommend posting for this position immediately so as not to delay the 2022 Budget process and the ongoing Asset Management processes with few interruptions. Staff recommend advertising in the local newspapers, social media as well as MFOA in order to reach a wide number of qualified candidates.

Financial Implications:

The 2021 Budget anticipated the wages of an Asset Coordinator & Financial Analyst position for the full year. There will be labour savings while the position is vacant and additional costs to advertising and hire a replacement.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate and timely information to the public.

Goal 5 – Upgrading our “Hard Services”

Action 5:

The residents and businesses of Southgate recognize our linear services - roads, bridges, water and sewer works, for example - to be a fundamental purpose of municipal government. This infrastructure needs to be serviceable and sustainable so that our businesses and communities can thrive and grow.

Strategic Initiatives:

5-B - The Township will have adopted a long-term asset management plan for the timely repair, replacement, and expansion of the Township's infrastructure, facilities, and other assets.

5-A - While continuing to invest an average of 45% of tax dollars on maintenance/repair/reconstruction of road and bridge infrastructure, Council will consider an additional 1% levy, compounding, dedicated exclusively for upgrading the road and bridge network.

Goal 4 - Adequate and Efficient Public Facilities

Action 4:

The residents and businesses of Southgate expect the Township to plan and adequately provide for public facilities for gatherings, recreation and doing business with the Township, while recognizing at the same time that facility needs can change with age and a changing population.

Strategic Initiatives:

4-A - The Township will have identified the growth-related impacts on municipal facilities, and will have designed solutions to expand its facilities, or develop new facilities, as required.

4-D - The Township will have reviewed all facilities it owns to determine their condition and utilization and to develop a business case for the future use or disposition of each facility.

4-E - The Township will have projected the likely demand for/viability of ice sports at the Dundalk arena in 10-15 years time, and will have developed a business case for the future ice sport usage, or for alternative non-ice uses, as appropriate.

Concluding Comments:

1. That Council receive this report as information.
2. That Council accept the resignation of Alan Selby.
3. That Council approve posting for the Asset Coordinator & Financial Analyst position immediately through recommended advertisement methods.

Respectfully Submitted,

HR Coordinator: *Original Signed By*

Kayla Best, HR Coordinator/Assistant to the CAO

Dept. Head Approval: *Original Signed By*

William Gott, Treasurer

CAO Approval: *Original Signed By*

Dave Milliner, CAO

Attachments:

None.