

Position	Position Summary	Rationale
<b>Infrastructure &amp; Development</b>		
<p>Manager of Planning Services</p>	<p>The Manager of Planning Services would be responsible for the management and leadership contributing to the strategic vision of the Municipality through innovative, progressive leadership and management of the Municipalities planning services.</p> <p>Responsible for a wide range of planning policy initiatives including researching, analyzing, and making recommendations on long-range plans and special studies; responding to policy initiatives at the Municipal, County and Provincial levels; research and analysis of legislative initiatives, changes, and regulations; assist in project management, formulation and implementation of long-range plans and other policy matters. Provide guidance for development application process, Committee of Adjustment, heritage planning and urban design.</p>	<p>The Municipality of Kincardine is experiencing increasing pressures and requests for development. With the increasing volume and complexity of development proposals, it has been identified that additional Municipal staffing resources in community planning may provide long-term benefits to the Municipality and ensure sustainable growth.</p> <p>The additional staff member will enable both roles to ensure we have appropriate supports for both Building and Planning services. Should we not add this role, we will continue to balance as best as we can which will continue to impact the implementation of plans, updates to plans, ability to respond to files to ensure continuation and advancement. Once agreements are in place and work is underway we still need staff to monitor and management those commitments to ensure deliverables are achieved. In addition to challenges to adhere to prescriptive timelines, burn out of current staff is unavoidable.</p>
<p>Environmental Services Maintenance Coordinator</p>	<p>This position would report directly to the ES Supervisor/Manager of Environmental Services. The role would be responsible for completing maintenance planning, scheduling, and support to the department objectives as it relates to water,wastewater, stormwater, waste management, municipal drainage issues, and excess soil.</p> <p>The position would become responsible for updating all remote sites with necessary paperwork, model numbers, tracking of installs, warranty, and suggested guidelines for replacement.</p>	<p>The department is in need of someone to oversee operations to remove the burden of these tasks from the upper management of the group, and work to deploy and organize the staff, contractors and work procedures. This aligns to have everyone's skill base and abilities used to benefit the team and the Municipality. This position would allow the ES Supervisor more access to field operations and overseeing staff and tasks.</p> <p>This position will help alleviate workload on the management team to get staff with that knowledge into the field and help operators obtain that knowledge. Training both new and older operators into proper process, and moving a department forward with very skilled and knowledgeable operations.</p>
<b>Community Services</b>		
<p>Executive Administrative Assistant</p>	<p>The Community Services Department has a number of items ready to administer to the public, but lack the adequate personnel to ensure the success and the sustainability of them. Currently the work of a trained EAA has fallen on the shoulders of the Director and each manager to ensure the administration responsibilities of the department is maintained.</p> <p>This has impacted potential funding applications, expired contracts and agreements, RFX opportunities in a timely manner, community engagement processes, assistance in report preparedness etc.</p>	<p>The Department of Community Services is a progressive, advancing department that has taken on a tremendous amount since the reorganization without the support of an EAA. This position was identified in the reorg, however was delayed due to (equally needed) inside and outside maintainers. However, this position is now required more than ever, to ensure staff continue to fulfill the departmental Business Plan as well meet the needs of the community. The re-organizational structure identified the need for an Executive Administrative Assistant in Community Services to assist management staff within the department. This addition is in keeping with similar size departments with equally demanding responsibilities. The void of not having this position has greatly impacted the management of the department in its ability to meet the community needs.</p>
<p>Lead Hand: Parks &amp; Facilities</p>	<p>This position will provide critical "on the floor" leadership and training for the front line operations staff in Community Services. This position will assist in ensuring that there is supervisory coverage across multiple shifts and job sites, which is currently a gap in Community Services operations.</p> <p>The existing Business Plan which provides the minimal level of standard provided by staff, is below the expectation of the general public. This lead hand position will be 0.5 Parks and 0.5 Facilities to assist the Parks and Facilities supervisors during the busiest months of their operations. This was also requested in 2024 but not approved.</p>	<p>Unlike I&amp;D, neither the parks nor facilities division has a lead hand role that is designated to provide "on the floor" leadership to the front line operations staff. In situations where jobs require front line leadership the current Parks or Facilities Supervisors are pulled into working Supervisor roles, taking them away from other duties (work planning, scheduling, customer service, SOP production/updating, purchasing, etc.). Furthermore, in the absence of either Supervisor or in situations where there are multiple conflicting high importance tasks, the Parks and Facilities Manager has been called upon to provide front line leadership for staff, limiting the department's productivity in strategic objectives, capital projects and customer responsiveness.</p> <p>Within the Facilities Division, the Facilities Supervisor incurs a significant amount of overtime for after-hours calls and attendance at significant events. Each day, the Facilities Division operates 2 shifts, with the evening shift being largely unsupervised. Calls from staff for supervisory support during the evening shift almost always result in overtime. Moreover, the bulk of the Facilities Supervisor's duties occur Monday-Friday, during business hours, leaving weekend shifts and weekend events also unsupervised.</p> <p>Within the Parks Division, there is a similar gap in supervisory coverage. Weekend and tournament operations are largely unsupervised, without incurring overtime for the Parks Supervisor.</p>
<p>Parks &amp; Facilities Maintainer</p>	<p>This position will assist with ensuring all facilities are prepared and closed appropriately (which includes washroom facilities) seasonally as well as opened in timely manner.</p> <p>The position will be a skilled employee with knowledge in the overall operations of passive parks, active parks, facilities maintenance and arena operations. The position will transition between the parks and facilities divisions as required by operations.</p>	<p>Currently the Community Services Department is staffed with 8 Full-Time Parks and Facilities Maintainers, as well as, 3 Part-Time Parks and Facilities Maintainers. These maintainers are tasked with the maintenance and operation of 2 arenas, 2 libraries, Art Centre, several non-recreational buildings, the MAC, Passive Parks, Active Parks, trails, the waterfront, the splash pad, and other facilities. Before the re-organization of the municipality, the list of duties for these maintainers was significantly shorter. Before the re-organization, the same compliment of staff was only responsible for the Davidson Centre, Tiverton Arena and the Art Centre. Moreover, only 2 maintainers were sent to Parks from May-October, which was inadequate and has left our parks and green-space in disrepair.</p> <p>Today, as a result of the re-organization, the Community Services Department has assumed many responsibilities that were not previously under the department. These duties include, trails maintenance support, KIPP trail maintenance and sweeping, waterfront maintenance, special event delivery and clean-up, Christmas light set up and take down in Victoria Park and St. Andrews Park, building maintenance at various non-recreational facilities, snow clearing at municipal building entrances, installation and removal of the Hatchery docks and Beach Access Point maintenance. These increased demands on the department's work order list and stagnant staffing compliment have created gaps in service that are impacting our residents and facility users.</p>
<p>Parks Student - 18 week contract (x 2)</p>	<p>The Department of Community Services is seeking approval for two additional seasonal parks students. These students will assist in the general operations of the parks department during the busy months of May - August.</p> <p>While these students may be tasked with any parks maintenance related job, they will primarily be assigned to washroom facility maintenance and refuse collection along the Municipality's waterfront. These additional staff will also allow the Parks department to expand our operating hours, providing opportunities for staffing in the evening hours to attend after hours calls (without overtime) and keep up on cleaning duties after 3:30pm.</p>	<p>Currently, the Parks division has no dedicated staff that take care of washroom cleaning and maintenance. Nor are there dedicated staff for waterfront clean-up. Under the current department structure, staff are pulled from other crews for washroom cleaning and refuse collection. This arrangement limit's the Parks department's ability to keep up with the cleaning schedule during the busy summer months and leaves other maintenance areas shorthanded while washroom servicing and refuse collection are occurring.</p> <p>The current level of standard for washroom cleaning is once per day Mon-Fri, and twice per day on weekends. Cleaning also only occurs during the hours of 7:00am - 3:30pm. The current level of standard for refuse collection at the waterfront (litter picking) is once per week on Monday, following the weekend. While these levels of standard are sufficient for the shoulder season, they are not meeting the need for service during the summer months.</p>

Special Events Coordinator	<p>The Special Events Coordinator is responsible for the general administration of the event application process, coordination of approvals and compliance for community special events. This position will coordinate the municipal special events review team which provides oversight to the approval process. Facilitating communication between event organizers, municipal department representatives, stakeholders and other agencies and organizations to ensure compliance with applicable by-laws, regulations and safety standards is a key function of this position. This position works closely with the Facility Scheduler.</p> <p>This position will also provide leadership to recruitment, administration of applications and on-boarding volunteers for special events and community services.</p> <p>This position would be a Part-Time Contract position.</p>	<p>During the organizational restructuring, the management of special events was shifted from tourism to the community services department under the portfolio of the manager of community programs. The current manager is spending about 50% of their time on the management and administration of special events. The Municipality has about 80 special event days annually, most of which are run by community groups, organizations, businesses and the BIA in addition to a few events that are run internally.</p> <p>There is a significant amount of time spent coordinating communication for both internal and externally run events with department staff representatives and the event organizers along with the management of compliance, regulations, the alcohol policy and emergency services.</p>
<b>Strategic Initiatives</b>		
Nuclear Team Lead	<p>The Nuclear Team Lead would play a critical role in coordinating, communicating and providing strategic leadership for municipal relations within the nuclear industry - specifically with Bruce Power, OPG, NII, OCNI, and the various 30+ nuclear supply chain companies that are located in the Municipality of Kincardine.</p> <p>There are several large-scale and complex projects emerging in the area, such as the MCR project currently underway, growth of the clean energy sector, medical isotopes, hydrogen, SMR's and new nuclear builds.</p> <p>This would be a contract position.</p>	<p>The new position would provide leadership in the nuclear industry to fulfil the goals and actions of this plan. There is significant economic opportunity in the region to positively impact the growth, development and economic well-being of the Municipality. On an international scale, increased attention is being focused on Ontario and specifically our region as the Clean Energy Frontier.</p> <p>With the new proposed Bruce C in our community we need to be prepared to plan for and support the new and ongoing developments that will come forward as this project progresses. Without the necessary staff compliment to support this work we run the risk of not being positioned to address the challenges and opportunities this new development will provide.</p>
Website and social media associate	<p>Communications and engagement for the organization is increasing in demand. In the 2024 Strategic Initiatives budget there is \$40,000 for general contracting expenses, and the staff recommendation is to turn that contracting budget into a full time permanent role. The additional incremental budget impact will be determined during the budget process.</p>	<p>There is an increased focus and need for communications, which is also supported by Council's request for a Communications Policy. This position would plan, create and maintain engaging social media content (e.g. Facebook, Instagram, etc.), support the development of social media strategies, monitor social media channels, engage with followers and respond to comments and messages in a timely manner, assist with web content management ensuring municipal websites are current with accurate information, etc.</p>
<b>Corporate Services</b>		
Accessibility Coordinator	<p>As the Municipality continues to work towards making our facilities AODA and FAD's compliant, there is a requirement to have a single point of contact for accessibility questions, research and education.</p> <p>This position would be that single point of contact for Council, staff, the Accessibility Advisory Committee (AAC), contractors and the public, regarding accessibility questions including doing reviews of our current facilities and future projects to highlight accessible barriers and how they can be made to comply with all legislative requirements of the AODA and the approved City of London FADS. It would also review accessible funding opportunities and help ensure the Municipality has projects that would be funding ready.</p> <p>This position would work part-time hours and would liaise with all departments, the AAC and Council.</p>	<p>Currently, there is no single point of contact for accessibility in the Municipality. One of the responsibilities of the Deputy Clerk is to be the staff resource and secretary for the Accessibility Advisory Committee (AAC). The AAC's Terms of Reference state that the Staff Liaison is authorized to commit 10 hour per month in support of the AAC. This has proven over this term of Council to be insufficient to meet the needs of the Committee.</p> <p>This position has increasingly been called upon to answer and provide well researched and technical answers to accessibility questions regarding all aspects of Municipal operations including capital projects, operational projects, programs/services, site plans/developments, by-laws, accessible grants and others. Answering questions like this require an understanding of the Ontario with Disabilities Act, 2001, the Accessibility for Ontarians with Disabilities Act, the London FADS and other related legislation. It also requires the time and resources to do research, consultation and draft responses, policies and procedures to deal with these items.</p> <p>The Deputy Clerk and Legislative Services team do not have the capacity to be the single point of contact for all of these roles moving forward as the Municipality strives to make its commitment to accessibility.</p>
Purchasing & Procurement Coordinator	<p>As the Municipality continues to experience growth, there is an increased need to have a single point of contact to facilitate and coordinate the purchasing and procurement process.</p> <p>This position would be a permanent, full time position, and would liaise with all departments.</p>	<p>Currently, the purchasing function is decentralized and each department is responsible for purchasing and procuring its own goods and services following the municipal policy. In 2022, the Procurement Policy was updated and standardized forms and templates were developed to ensure that all purchases were compliant with trade agreements and to ensure transparency of all municipal purchases.</p> <p>Procurement can be a time intensive process that spans across all departments, and in order to move forward with the online e-procurement platform, a new single point of contact position is required. While the e-procurement platform is available to use, it is not intuitive and requires substantial training for all staff involved in the purchasing function in order to be comfortable in using the system. As a result, very few procurements have been published electronically using this system.</p>