



The Corporation of the Municipality of Arran-Elderslie

Information Report

Report From: Sylvia Kirkwood, Chief Administrative Officer

Meeting Date: March 13, 2023

Subject: SRCAO.2023.02 – Memo to Council

Attachments: A – Grant and Donation Requests
B – MIC Correspondence

Report Summary

At the Special Council Meeting on March 7, 2023, Council requested more information/feedback on several items. Staff have reviewed the requests and have provided supplemental information for Council's consideration.

Analysis

➤ **Proposed new contract positions:**

- The Asset Management/GIS Coordinator will provide support to Building, Recreation, and Public Works for the continuation of mapping of various non-core infrastructure facilities (i.e., buildings) throughout the Municipality, as well as to prepare the Municipality for the next phase of Asset Management in accordance with Ontario Regulations. This two-year contract position eliminates the need for a summer GIS Student and reduces the costs for contracted services. In addition, it covers the work involving the asset management inventory and data quality, as well as ongoing training provided to the Senior Leadership Team to ensure a comprehensive understanding of the key components of Asset Management (2022 Band 6 wage range - \$55,753 – \$69,692)

- The Administrative Co-Ordinator, is a one-year contract, that will provide administrative support to the Senior Leadership Team. The position will provide assistance in the areas of grant submission and coordination, event and meeting arrangement/bookings, project support and research, cemetery digitization and record management, etc. (2022 Band 7 wage range - \$43,236 - \$54,045)
 - The Building Inspector/Plans Examiner is a part-time one-year contract that would assist the Chief Building Official in completing building inspections, coordinating and reviewing building permits, record management and process review which includes e-permitting, inspection scheduling and other duties legislated under the Ontario Building Code Act. Staff will seek opportunities to fund this position through a government training program. (2022 Band 6/7 hourly rate wage range - \$23.76 to \$38.29 per hour depending on experience/training).
- **Fire Chief's Truck** – this will be addressed in a separate report prepared by the Fire Chief requiring a Council resolution.
 - **Investments** – Staff will have LAS and CIBC address Council and staff will bring forward an Investment Policy Update report in 2023.
 - **Municipal Innovation Council** – Arran-Elderslie's annual commitment based on population is \$19,575 yearly over a three-year term. Due to the vacancy of the MIC Program Director, members of MIC have requested the County of Bruce consider opportunities and report back on an alternative service model.
 - **Arran-Elderslie Youth Council** – The 2023 Budget provides for \$1,000 for supportive programming under Economic Development. In addition, free use of meeting space (maximum 30 people) is also provided. (The meeting rate would be \$43.74 plus HST if this group paid for the meeting space). Staff will arrange for a presentation at a future meeting for a status update on the Youth Council.
 - **Grant and Donation Update** – during the discussions it was noted that the Arran-Elderslie Youth Council were receiving free use of municipal space, and this had not been identified in the Grant and Donation discussions. Appendix A is an updated summary of the grant requests, including the Arran-Elderslie Youth Council and an additional request from the Paisley Blues Festival and the Chesley Hospital Community Support Committee. Assuming a budget of \$30,598, the current allocations have exceeded budget by \$1,129.
 - **Software Licensing/Annual Maintenance and IT Technical Support** – a question was raised about the costs to maintain software, this has been addressed in a separate report by the Treasurer.

Link to Strategic/Master Plan

6.6 Modernizing Services

Financial Impacts/Source of Funding

The financial impacts have been included in the analysis above.

Approved By: Sylvia Kirkwood, CAO