



MUNICIPALITY OF **West Elgin**

Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2023-12-21
Subject: Creation of GIS/Asset Management Position

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: GIS/Asset Management position; and That West Elgin Council authorize staff to formalize shared services agreement with the Township of Southwold.

Purpose:

The report serves to obtain Council authorization to proceed with the creation of a permanent GIS/Asset Management Specialist position on a part-time basis to be shared with the Township of Southwold and the Municipality of Dutton-Dunwich.

Background:

As Council is aware, asset management planning in municipalities is becoming an increasingly important municipal strategic tool. Not only are asset management plans and the effective organization of data required under various provincial legislation, they are also used increasingly to inform more accurate budget deliberations and, if developed properly, can help to make operations more efficient. Data from asset management planning is also used to help the municipality successfully receive necessary grant funding. Having municipal assets organized in a GIS format means that all of our departments can provide better response times to locates and to contractors completing municipal projects. This will become increasingly more important as the province moves towards a dedicated locator model.

Historically, the Municipality has relied on a shared services model with Malahide to provide GIS services, through the overall management of the Elgin Mapping interface. Malahide staff have been able to provide the basic management of the parcel fabric and help with the creation of maps, however they do not have the capacity to build out the GIS layers as required for West Elgin.

In 2021, the municipality pledged its commitment to implementing Public Sector Digest's CityWide asset management software. While significant progress has been made, it has not yet met the necessary legislative requirements. Designating a dedicated individual for asset management will ensure compliance with legislative standards and facilitate the full utilization of the software.

Comment:

Elgin County now provides local municipalities with a GIS platform to store and develop GIS applications. GIS and Asset Management are becoming increasingly intertwined and there is the potential to make advancements in the GIS quite quickly. Municipal staff are very interested to expand our use of the GIS platform, but we need someone with the right education, skills and training to implement the ideas. Existing staff do not have the experience or skills using the ArcPro solution offered by Elgin County.

Staff have been in communication with the Township of Southwold to discuss the interest in sharing the services, and they have reviewed the draft job description and agreed with its content. All CAOs have endorsed the creation of the position and anticipated that their councils will support the recommendations as well. Discussions on the mechanism for sharing the service have remained high level at this point, however there was general consensus that Southwold should be the hiring municipality and each respective municipality is agreeable to doing a simple three-way cost split. The mechanics for sharing the service will be brought forward to Council at a subsequent meeting.

Increased development pressure and the opportunity to advance strategic planning goals of developing an improved infrastructure plan warrant the hiring of the position sooner. As part of this year's organization review the creation of a GIS/Asset Management Technician is included in the Phase 1 recommendations as shown below.

High-Level Implementation Plan

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Phase 1: Quick Wins (6 months)

R10: Facilitate first CAO-led staff town hall

R1: Formalize 3-level leadership model

R2: Establish a 4-department model with timelines to add manager-level positions

R3: Create and fill Manager, Corporate Services (Treasurer) position

R6: Create and fill the shared Specialist, Asset Management position

R7: Move forward with a shared Generalist, HR position in partnership with Elgin County

R10: Provide mandatory "people management" training for all managers and supervisors

Phase 2: Building Capacity

(1 year)

R4: Revise the Manager of Operations & Community Services to become the Manager, Infrastructure & Development Services

R5: Revise the Municipal Clerk position to become the Manager, Community Services (Municipal Clerk)

R8: Add emergency planning to the Fire Services Department and formalize the Fire Chief as the CEMC

Financial Implications:

Estimated annual cost to West Elgin of approximately \$35,000 will be included in 2024 Operating Budget.

Report Approval Details

Document Title:	Creation of GIS Asset Management Position - 2023-41-Administration Finance.docx
Attachments:	<ul style="list-style-type: none">- Agreement_Shared Services_GIS Asset Management.docx- 2a. GIS and Asset Management Coordinator.pdf
Final Approval Date:	Dec 15, 2023

This report and all of its attachments were approved and signed as outlined below:

Terri Towstiuc