



Staff Memo

To: Dan Best, Chief Administrative Officer

From: Don Giberson, Director of Infrastructure and Development

Date: November 6, 2019

Report: ESD.19.39

Subject: Compliance Coordinator

Recommendation:

That South Huron Council receive the report from Don Giberson, Director of Infrastructure and Development Re: Compliance Coordinator.

Purpose:

To provide additional information to Council regarding the creation of a Compliance Coordinator position.

Background and Analysis:

On November 8, 2019 Council received a staff report regarding the creation of a new full time Compliance Coordinator position. Council supported the position but requested additional information, including a copy of the job description, alternatives to a full time position and consideration for a shared service.

A copy of the proposed job description is attached which outlines the duties of the position and the required qualifications.

A survey of Municipalities in our region confirmed that all Municipalities have a position that carries out compliance duties. It was only a question of the choice of the job title; if the position included other duties and whether the position was full time, part time or a contract position. Typically,

Municipalities that operated their water/wastewater systems with a Contract Operator, the Compliance Person was a full time position with the Contract Operator and performed compliance duties for more than one client / Municipality.

Typically, Municipalities who operated their own water/wastewater systems had a compliance person that was either full time, part time or a contract position; but in no case was the position shared with another Municipality. All compliance positions performed these duties for water and/or wastewater only; and in no case did duties include landfill. However, it is very uncommon for smaller municipalities in our region to own a landfill site. The typical rationale for not sharing a compliance person with another municipality were concerns regarding confidentiality, liability and prioritization in an emergency or Ministry Inspection/Audit/Investigation.

Staff also reached out to the Municipal Water & Wastewater Regulatory Committee (MWWRC) for information. The MWWRC is a municipal support group primarily for DWQMS. Members of the MWWRC provided similar feedback regarding a compliance position; they either had a dedicated position or the compliance duties were performed along with other duties such as the duties of the DWQMS Representative. It should be noted that the our proposed Compliance Position includes DWQMS Representative duties and regulatory compliance for the three municipal landfill sites.

The issue of full-time vs. part-time vs. contract position all have their challenges. A full time position will attract the best, most qualified candidates and provides the greatest opportunity to fill the position. But it present an issue if the position is not required in the future. A part-time position is the most difficult to attract and retain a qualified candidate. A contract position can be challenging to fill; but is has the fewest issues if the position is not required in the future and is a reasonable compromise to a full time position.

Based on the information gathered, Staff propose a "Pilot Project" to hire a Compliance Coordinator as a contract position for a duration of one year and re-evaluate the position after one year. Opportunities to perform compliance or DWQMS services for adjacent Municipalities can be further explored during this time.

Operational Considerations:

None were considered.

South Huron's Strategic Plan:

Section 6.2.2 of the Municipality of South Huron 2015- 2019 Strategic Plan identifies key objectives that are reflective of the collective perspectives of the strategic planning process.

The recommendations and actions outlined in this report are reflective of the following strategic objectives:

Administrative Efficiency and Fiscal Responsibility

Increased Communications and Municipal Leadership

Transparent, Accountable and Collaborative Governance

Dedicated Economic Development Effort

Financial Impact:

Based on the required qualifications, the proposed wage for the Compliance Coordinator position is grade 11, step 3 (\$30.06 per hour). Based on a 35hour week the annual cost would be \$54,709.20 plus benefits.

The total cost of this position is currently not included in the proposed 2020 operating budget.

Legal Impact:

There are no legal implications for the Corporation resulting from the proposed recommendation.

Staffing Impact:

The Staffing impact would be the addition of one full time position (1 FTE).

Policies/Legislation:

1. Safe Drinking Water Act
2. DWQMS Regulation
3. Ontario Water Resources Act
4. Asset Management Legislation

Consultation:

Manager of Environmental Services and Human Resources Coordinator

Attachments:

None

Respectfully submitted,

A handwritten signature in black ink, consisting of a large, loopy 'D' followed by several vertical strokes and a long horizontal flourish at the bottom.

Don Giberson
Director of Infrastructure and Development

I concur with this report.

Dan Best MPA, BA
Chief Administrative Officer