

## 2023 New Investment and Service Recommendations Requests

Description	Dept	FTE Perm	Casual /PT	2023						2024 Operating Budget	2025 Operating Budget	2026 Operating Budget
				Operating Budget	Capital Budget	Funding Source(s)						
						Tax Levy	User Rates	Reserves	Capital Recovery			
<b>Infrastructure and Growth Management</b>												
2722 - Office Services Assistant	Building Services	1	0	73,884	0	0	0	73,884	0	74,854	76,251	77,676
2723 - Structural Engineer	Building Services	1	0	162,910	0	0	0	162,910	0	159,089	162,128	165,227
2728 - Supervisor of Environmental Sustainability	Business Performance & Environmental Sustainability	1	0	140,626	0	140,626	0	0	0	143,296	146,020	148,797
2798 - Additional Staff for Bill 109 Review	Development Services	0	6	577,326	0	442,605	92,728	0	41,993	588,975	0	0
2799 - Economic Development and Tourism Resourcing	Economic & Creative Development	1	0	130,692	0	0	0	130,692	0	132,595	134,536	136,516
2764 - 2023 Barrie Air Show - MAT Funded	Economic & Creative Development	0	0	85,000	0	0	0	85,000	0	0	0	0
2768 - MacLaren Art Centre - Service Provider Status - Remove from Cultural Grants Program	Economic & Creative Development	0	0	40,000	0	0	0	40,000	0	40,000	40,000	40,000
2686 - Utility SCADA Specialist	Infrastructure Department	1	0	162,397	0	0	162,397	0	0	165,448	168,560	171,735
2687 - Engineering Contract Administrator	Infrastructure Department	1	0	140,626	0	28,125	0	0	112,501	143,296	146,020	148,797
2737 - Roads Operations Staff - Growth Lands 2023	Operations	4	0	367,795	0	322,692	45,102	0	0	372,442	379,223	386,139
2707 - Emergency Vehicle Technician	Operations	1	0	(42,756)	0	(42,756)	0	0	0	(42,497)	(42,217)	(41,916)
<b>Infrastructure and Growth Management Total</b>		<b>11</b>	<b>6</b>	<b>1,838,500</b>	<b>0</b>	<b>891,293</b>	<b>300,227</b>	<b>492,486</b>	<b>154,494</b>	<b>1,777,499</b>	<b>1,210,520</b>	<b>1,232,972</b>
<b>Community and Corporate Services</b>												
2717 - Facilities Project Managers	Facilities Department	2	0	244,996	5,200	13,800	0	0	231,196	249,358	253,808	258,346
2720 - Waterfront - additional washroom cleaning	Facilities Department	0	0.4	19,993	0	19,993	0	0	0	20,299	20,610	20,928
2719 - Marina Boat Storage	Facilities Department	0	0	(13,000)	0	(15,000)	0	2,000	0	(61,200)	(62,424)	(63,672)
2770 - Diversity, Equity and Inclusion Position	GM of Community & Corporate Services	1	0	174,987	0	174,987	0	0	0	176,376	179,731	183,153
2742 - Venue Technician Staffing Requirements for Theatre Venues and Special Events	Recreation & Culture Services	2	-1	112,668	0	112,668	0	0	0	114,138	115,659	117,230
2744 - Summer Weekend Re-Openings	Recreation & Culture Services	0	3	106,634	0	106,634	0	0	0	108,766	110,942	113,161
<b>Community and Corporate Services Total</b>		<b>5</b>	<b>2.4</b>	<b>646,277</b>	<b>5,200</b>	<b>413,082</b>	<b>0</b>	<b>2,000</b>	<b>231,196</b>	<b>607,738</b>	<b>618,326</b>	<b>629,145</b>
<b>Access Barrie</b>												
2758 - Technology Analyst (NG 911)	Information Technology	1	0	119,773	1,900	38,854	0	0	80,919	121,954	124,179	126,448
2763 - Systems Analyst (Web Dev + CEM)	Information Technology	1	0	119,773	1,900	38,854	0	0	80,919	121,954	124,179	126,448
2769 - Economic & Job Creation, Marketing/Communications Advisor	Marketing & Communications	1	0	132,834	1,900	132,834	0	0	0	132,008	134,505	137,053
2726 - Barrie Transit Fare Increase	Transit & Parking Strategy	0	0	(210,000)	0	(210,000)	0	0	0	(315,000)	(315,000)	(315,000)
2759 - Barrie Transit Service Level Reduction - Salem & Hewitts	Transit & Parking Strategy	0	0	(200,067)	0	(200,067)	0	0	0	(1,200,402)	(1,236,414)	(1,273,506)
<b>Access Barrie Total</b>		<b>3</b>	<b>0</b>	<b>(37,687)</b>	<b>5,700</b>	<b>(199,524)</b>	<b>0</b>	<b>0</b>	<b>161,837</b>	<b>(1,139,486)</b>	<b>(1,168,551)</b>	<b>(1,198,557)</b>
<b>CAO and Mayor's Office</b>												
2716 - Additional Procurement Branch Staff - Procurement Coordinator	Finance Department	1	0	96,494	1,900	96,494	0	0	0	91,017	92,672	94,361
2718 - Payroll and Pension Specialist	Human Resources	1	0	119,498	0	119,498	0	0	0	121,745	124,038	126,376
2734 - Disability Management Specialist	Human Resources	1	0	0	0	0	0	0	0	0	0	0
<b>CAO and Mayor's Office Total</b>		<b>3</b>	<b>0</b>	<b>215,992</b>	<b>1,900</b>	<b>215,992</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>212,762</b>	<b>216,710</b>	<b>220,737</b>
<b>GRAND TOTAL - SERVICE LEVEL CHANGES</b>												
<b>ENDORSED BY EMT</b>		<b>22</b>	<b>8.4</b>	<b>2,663,083</b>	<b>12,800</b>	<b>1,320,843</b>	<b>300,227</b>	<b>494,486</b>	<b>547,527</b>	<b>1,458,513</b>	<b>877,005</b>	<b>884,296</b>

## **2722 – OFFICE SERVICES ASSISTANT**

**Infrastructure & Growth Management**

**CONTACT: Michael Janotta – Chief Building Official (EXT. 4501)**

### **DESCRIPTION:**

This request is for a permanent Office Services Assistant (OSA) position to support the Building Department. Currently the Department, has 21 person-hours of dedicated administrative support for a team of 40 staff providing services related to building permits.

This position acts as a departmental contact and resource for various requests (routine disclosures, compliance request, FOI requests MPAC requests, etc.), which involves gathering and/or distributing information to department staff, city staff, and external stakeholders. Additionally, this position acts as an initial point of contact for the CBO and Management staff within the Department, administers payroll processing, departmental procurement processes, and maintains/tracks all aspects of employee records/files. Overall, this position plays an integral role in ensuring the consistent delivery of the Departmental administrative support services to enable comprehensive delivery of services to the residents and customers of the City of Barrie, while maintaining compliance regulations mandated under the Ontario Building Code. The role also assists with uploading of documents to permit files, in a timely manner to ensure appropriate record management to minimize risks to the Corporation.

City of Barrie has seen significant building activity over the last three years. The total value of construction permits issued have risen from \$250 million in 2019 to over \$600 million in 2021. This trend has continued in 2022.

This has resulted in increased requirements for administrative support with associated administrative duties. This position will support the branch staff in delivering permits in a timely manner and keep up with the higher volumes of permit application.

### **CONFIDENCE:**

Increased staff complement and administrative task requirements continues with growth and demands and having additional administrative/technical support will assist with maintaining service level and customer service delivery demands.

Growth in building activity is a significant factor in the increased demand for administrative support services in the building department, and this position will provide more timely and efficient administrative support for the department's long term operational needs as the City's growth continues over the next 20 to 30 years. The funding of this position will be derived from building permit revenue. Increasing permit revenues support and justify the need for additional staff.

### **BENEFITS:**

The City is obligated to meet minimum service level standards as required by the Ontario Building Code (Provincial Legislation). Adequate staffing levels are required to meet these provincially mandated time frames for permit application, review, and inspection. This position will support the goal of facilitating and expediting residential, commercial, and industrial developments within the City.

**FINANCIAL DETAILS:**

***Operating Changes:***

	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Revenues</b>				
Trans. from Building Code Surplus Res.	(\$73,884)	(\$74,854)	(\$76,251)	(\$77,676)
Total	(\$73,884)	(\$74,854)	(\$76,251)	(\$77,676)
<b>Expenditures</b>				
Full-Time Salaries	\$56,195	\$57,319	\$58,466	\$59,635
Full-Time Benefits	\$17,289	\$17,534	\$17,785	\$18,041
Minor Capital	\$400	\$0	\$0	\$0
Total	\$73,884	\$74,854	\$76,251	\$77,676

**POSITION DETAILS:**

<b>Name</b>	<b>Full-Time Permanent</b>
Office Services Assistant	1

## **2723 – STRUCTURAL ENGINEER**

**Infrastructure & Growth Management**

**CONTACT: Michael Janotta – Chief Building Official (EXT. 4501)**

### **DESCRIPTION:**

A new position titled “Structural Engineer” is being requested to perform plan examination of permit drawings and site inspections related to the structural discipline to ensure compliance with Part 4 of the Ontario Building Code (OBC). The position will allow the department to provide structural engineering reviews related to complex and high-rise buildings. This will meet expected service levels with respect to OBC review and will reduce future liability against the City by providing a more comprehensive review process.

Complexity of building structural systems require reviews by specialists in order to confirm compliance with the OBC. Intensification has increased the number of permit applications requiring detailed structural review and contributes to complex building designs on difficult sites. Permit fees for complex buildings can range as high as \$500,000 to \$2,000,000.

Currently, external structural consultants are utilized by the Department. A structural engineer on staff will expedite the review of structural designs and provide other staff with technical expertise. Smaller projects would be reviewed in-house in a more cost effective and efficient manner compared with external consultants.

City of Barrie has seen significant building activity over the last three years. The total value of construction permits issued have risen from \$250 million in 2019 to over \$600 million in 2021. This trend has continued in 2022 with an increase in the permit applications for complex buildings.

### **CONFIDENCE:**

The position will be supported by building permit revenue. As the City intensifies, the number of applications involving complex and large structures has grown exponentially over the last few years. This position will enable the department to complete these reviews. The workload associated with complex buildings will continue to grow over the next few years and the use of external consultants will continue as required. This position will improve the timely provision of services related to this discipline and enhance coordination and management of the external consultants.

### **BENEFITS:**

This position will expedite approvals requiring structural reviews and reduce the amounts expended on external structural reviews by consultants. Having a dedicated structural engineer on staff would allow for some of these reviews to be done in house and at lower costs. It is estimated that this will reduce the cost of external consultant reviews by \$250,000, resulting in saving of about \$87,000.

**FINANCIAL DETAILS:**

***Operating Changes:***

	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Revenues</b>				
Trans. from Building Code Surplus Res.	(\$162,910)	(\$159,089)	(\$162,128)	(\$165,227)
Total	(\$162,910)	(\$159,089)	(\$162,128)	(\$165,227)
<b>Expenditures</b>				
Full-Time Salaries	\$124,960	\$127,459	\$130,008	\$132,609
Full-Time Benefits	\$30,392	\$30,857	\$31,332	\$31,816
Minor Capital	\$6,800	\$0	\$0	\$0
Memberships & Subscriptions	\$758	\$772	\$787	\$802
Total	\$162,910	\$159,089	\$162,128	\$165,227

**POSITION DETAILS:**

<b>Name</b>	<b>Full-Time Permanent</b>
Structural Engineer	1

## **2728 – SUPERVISOR OF ENVIRONMENTAL SUSTAINABILITY**

**Infrastructure & Growth Management**

**CONTACT: Sandra Brunet – Associate Director Business Performance and Environmental Sustainability (EXT. 5802)**

### **DESCRIPTION:**

The waste management industry has grown and evolved significantly over the last decade. In addition to associated legislation, requirements for new program development, enhanced waste diversion expectations and need for long term strategies are placing increased demands on municipalities. With current legislative changes (Extended Producer Responsibility), the workload requires dedicated supervisory resources with subject matter expertise to ensure the City is able to maintain this important service to its residents in this changing environment.

The position will work in concert with other Business Performance & Environmental Sustainability Branches and the Associate Director, to allow the Department to 1) promote and assure the long-term sustainability of waste management systems, services, and development; 2) lead waste management strategy, policy development, and compliance to legislation; 3) ensure solid waste diversion and recycling targets are optimized and address evolving streams, mitigate risk, and maximize available subsidies; and 4) introduce quality management to optimize processes and measure effectiveness of waste management activities throughout the Division and Corporation.

Reporting to the Associate Director of Business Performance & Environmental Sustainability, the Supervisor of Environmental Sustainability provides leadership to waste reduction/diversion, circular economy and waste-related climate change programs, initiatives and activities, as well as to the education and outreach efforts to encourage stakeholder buy-in and ensure program success.

### **CONFIDENCE:**

The position is required to address new legislation and industry trends/innovations, prepare funding applications, act as primary liaison to the Resource Productivity & Recovery Authority (RPRA).

The position will ensure that appropriate staffing resources are dedicated to managing implementation of circular economy initiatives, managing the transition to the new blue box programs. The total costs and the complexity of these services will undergo significant transformation between 2023 and 2027.

### **BENEFITS:**

The new position will provide the following benefits:

- Manage the transition to the new blue box program
- Ensuring adherence to policies, procedures, and legislative requirements, as well as auditing to ensure compliance
- Development and administration of programming and policies
- Efficiency reviews of strategy execution and program organization
- Finding efficiencies and innovation
- Engage with Producer Responsibility Organizations (PROs)

- Undertake negotiations and development of cost models for the transition.

**FINANCIAL DETAILS:**

***Operating Changes:***

	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Revenues</b>				
Tax Levy	(\$140,626)	(\$143,296)	(\$146,020)	(\$148,797)
Total	(\$140,626)	(\$143,296)	(\$146,020)	(\$148,797)
<b>Expenditures</b>				
Full-Time Salaries	\$112,545	\$114,796	\$117,092	\$119,434
Full-Time Benefits	\$28,081	\$28,500	\$28,928	\$29,364
Total	\$140,626	\$143,296	\$146,020	\$148,797

**POSITION DETAILS:**

<b>Name</b>	<b>Full-Time Permanent</b>
Supervisor of Environmental Sustainability	1

**2798 – ADDITIONAL STAFF FOR REVIEW OF DEVELOPMENT APPLICATIONS**

**Infrastructure & Growth Management**

**CONTACT: Michelle Banfield – Director of Development Services (EXT. 5466)**

**DESCRIPTION:**

Development applications have increased exponentially since 2018, with an increase of over 100% from 2019 to 2021. Additionally, new legislation Bill 109 places a greater onus on the municipalities and will result in the refund of planning fees if decisions are not rendered within a particular time line. Additional staff to review development applications is critical to addressing to this legislation without the loss of revenues.

**CONFIDENCE:**

The proposed solution will meet the needs of the development community and will enhance the streamlining of development review. These positions are critical to development review and approvals associated with the City's current and projected population related growth. The new staff levels are comparable to similar southern Ontario municipalities experiencing growth pressures and implications of Bill 109.

**BENEFITS:**

Planning applications have increased significantly year over year. The additional staff are warranted to support approvals.

- 2018 - 172 applications
- 2019 - 180 applications
- 2020- 273 applications
- 2021 - 361 applications

The total value of construction permits issued have risen from \$250 million in 2019 to over \$600 million in 2021. This trend has continued in 2022.



**FINANCIAL DETAILS:**

**Operating Changes:**

	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Revenues</b>				
Tax Levy	(\$442,605)	(\$451,703)	\$0	\$0
Recovery from Capital	(\$41,993)	(\$42,792)	\$0	\$0
Water Rate	(\$92,728)	(\$94,480)	\$0	\$0
Engineering Fees	(\$46,000)	(\$46,500)	\$0	\$0
Total	(\$623,326)	(\$635,475)	\$0	\$0
<b>Expenditures</b>				
Full-Time Salaries - Casual	\$573,746	\$585,221	\$0	\$0
Full-Time Benefits - Casual	\$64,580	\$65,254	\$0	\$0
Consultants	(\$15,000)	(\$15,000)	\$0	\$0
Total	\$623,326	\$635,475	\$0	\$0

**POSITION DETAILS:**

<b>Name</b>	<b>Full-Time Temporary</b>
Senior Development Services Technologist	1
Risk Management Inspector	1
Transportation Engineer	1
Agreements Officer	1
Senior Planner	1
Landscape Architectural Planner	1

## **2799 – ECONOMIC DEVELOPMENT AND TOURISM RESOURCING**

### **Infrastructure & Growth Management**

**CONTACT: Stephannie Schlichter – Director of Economic & Creative Development  
(EXT. 5036)**

#### **DESCRIPTION:**

The Economic & Creative Development Department (ECD) requires additional resourcing support to effectively deliver on its goals and objectives, continue the development of the tourism portfolio and position the City to best attract, support and drive business growth, diversification and resilience. Specifically, ECD is requesting that the two-year part-time Tourism Coordinator position created in 2021 in response to Council's endorsement of the Tourism Master Plan and funded from the Municipal Accommodation Tax (MAT) be converted to a full-time permanent position in 2023 and proposed be supported by an operating budget allocation of \$29,000, also funded from the MAT.

The resource and operational budget is required to deliver on the implementation of the Tourism Master Plan to ensure success in achieving the goals of the plan and growing the economic impact of tourism in the City of Barrie. Approximately \$4,000 of the operational funding will support the City's shared portion of the Tourism Ontario Destination Signage (TODS) spaces located on Highway 400.

Creating a full-time tourism development position achieves the recommendations set out in the Tourism Master Plan that recommends the establishment of a full-time tourism development position within ECD.

#### **CONFIDENCE:**

Current projects underway to deliver on implementation of the Tourism Master Plan include the development of a wayfinding strategy for the design and installation of updated signage in the downtown, the development of a Sport Tourism strategy and its execution and bid development, and overall building on the collaborative work between Departments and bringing the tourism lens in support of other initiatives of the Economic and Creative Development Department, including culture and business development. Further, the tourism portfolio is self-funding through the MAT.

A full-time dedicated staff resource and operating budget is required to fulfill the City's role in tourism. Funding the position and operating funds from the MAT removes the burden from the tax base and essentially creates a model where tourists are supporting tourism development activity.

#### **BENEFITS:**

One of Council's Strategic Priorities is Growing our Economy and includes:

- Make it easier to do business
- Help businesses grow
- Support the creation of more stable and diverse jobs
- Support tourism industry growth

According to Statistics Canada Travel and Visitor surveys, in 2019 over 2 million domestic visitors contributed \$300 million to the local economy and an additional 85,000 international visitors came to the Barrie area, injecting more dollars into the economy. The work of the Tourism Development Coordinator will be to support the recovery of the market to pre-pandemic levels and beyond.

**FINANCIAL DETAILS:**

***Operating Changes:***

	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Revenues</b>				
Transfer from Tourism Reserve	(\$130,692)	(\$132,595)	(\$134,537)	(\$136,516)
Total	(\$130,692)	(\$132,595)	(\$134,537)	(\$136,516)
<b>Expenditures</b>				
Full-Time Salaries	\$83,541	\$85,132	\$86,755	\$88,410
Full-Time Benefits	\$22,151	\$22,463	\$22,782	\$23,106
Business Development Expenses	\$25,000	\$25,000	\$25,000	\$25,000
Total	\$130,692	\$132,595	\$134,537	\$136,516

**POSITION DETAILS:**

<b>Name</b>	<b>Full-Time Permanent</b>
Tourism Development Coordinator	1

## **2764 – 2023 BARRIE AIR SHOW – MAT FUNDED**

**Infrastructure and Growth Management**

**CONTACT: Stephannie Schlichter – Director of Economic & Creative Development  
(EXT. 5036)**

### **DESCRIPTION:**

On June 28-29, 2019, the City of Barrie successfully hosted the Barrie Air Show for the second time, in partnership with the Downtown Barrie BIA, CFB Borden and Lake Simcoe Regional Airport. The show featured the Canadian Forces Snowbirds, CF-18 Demo Team, and WWI planes from the Great War Flying Museum. Aviation activities at the Five Points Theatre.

Community feedback and participation was outstanding. There were over 50,000 in attendance, filling the waterfront parks and gathering in nearby buildings and on rooftops. Attendance included visitors from all over Central Ontario and a following of aviation enthusiasts. Many businesses in Barrie's downtown benefitted from the large audiences and from the Canadian Forces Snowbirds pilots spending time in the downtown area after the show.

The City of Barrie has the opportunity to again host the Canadian Forces Snowbirds for a return performance in 2023. CFB Borden has indicated an interest in supporting the City of Barrie in presenting the return of the Barrie Air Show.

The Barrie Air Show would be free and accessible for all to attend, attracting Barrie and area residents, visitors from the GTA and Central Ontario, and aviation enthusiasts from across those geographies. Historically, the Downtown BIA and Tourism Barrie have been support partners for the event in addition to CFB Borden and would be pursued for partnership again in 2023.

It is recommended that funds in the amount of \$85,000 be allocated from the Municipal Accommodation Tax (MAT) Tourism Reserve Fund for the City to support the necessary programming and resources required to deliver the event.

A budget contribution of \$85,000 by the City of Barrie would support show requirements including the human resource, logistics – including support from other Departments, site services, team hosting, marketing, and programming for the event.

### **CONFIDENCE:**

Given the significant success of prior Barrie Air Show and CFB Borden Air Show events, hosting an event of this magnitude with the support of CFB Borden and local partners presents an opportunity for the City to showcase itself as a destination for visitors in addition to residents. In addition to the tourism spend that will occur with the event in the community, the City has the opportunity to showcase itself as an investment destination by undertaking broader activities that showcase the community and its opportunities for investment and talent attraction.

The City of Barrie Special Events Staff are experienced in Air Show logistics, having led the 2017 and 2019 delivery of the Barrie Air Show, and would lead the coordination of show logistics and risk management and would be supported by the Tourism Coordinator and Economic & Creative Development staff in engaging support and assistance from key stakeholders including other City Departments, CFB Borden, Lake Simcoe Regional Airport, County of Simcoe, and local

emergency services. Further, the Air Show is also supported by sponsors in addition to the contribution of the City and generation would be supported by staff and stakeholders.

The scope and scale of coordination required of Events Staff for this event is significantly higher than for regular events. Additional resource support would be required due to the addition of this event during the spring/summer months. Additional event resource support would ensure that existing projects and processes can continue with minimal impact. Additional budget is also required to provide for higher staffing levels in other related departments for service support for the Air Show, in particular, Police, Fire, Facilities and Parks in addition to the logistics, programming and marketing support.

### **BENEFITS:**

Hosting the Barrie Air Show will meet the Council objectives of supporting events, developing tourism, pursuing strategic partnerships and, through the promotion of aviation and aviation-tech related careers, encouraging the development of a skilled workforce. It will also provide an opportunity to promote the Lake Simcoe Regional Airport and the future growth plans.

Barrie's waterfront is the ideal location for this type of show as it is perfectly positioned to allow for 360- degree viewing from land and water. Centennial and Heritage Parks, Meridian Place, South Shore and the Five Points can be programmed with complimentary activities, creating a strong engagement for residents and tourists.

2024 will mark the 100th anniversary of the Royal Canadian Air Force and CFB Borden is the birthplace of Canada's Air Force. The 2024 Borden Armed Forces Day & Airshow will mark this significant anniversary event, likely attracting attendees from across Canada to the region.

The return of the Barrie Air Show is also an opportunity to acknowledge and celebrate the strong connection between the City of Barrie and CFB Borden, as well as to celebrate aviation science and the history of military aviation and technical training at CFB Borden.

The City of Barrie instituted a Municipal Accommodation Tax (MAT) effective January 1st, 2019 with the purpose of supporting tourism as an economic driver. Per Council Motion 18-G-150, the City retains 50% of the MAT, which is directed to the Tourism Reserve Fund, with the purpose to fund capital or operating projects that will have a positive impact on the tourism sector through asset development, product development or strategic initiatives.

Given that the Barrie Air Show will attract a significant tourist audience in addition the local community, allocating funding from this reserve to support the Barrie Air Show is consistent with the intent of the MAT, namely to support tourism-focused events, programming and infrastructure.

Utilizing the Tourism Reserve Fund to support the Barrie Air Show would result in no impact to the tax base or 2023 operating budget.

**FINANCIAL DETAILS:**

***Operating Changes:***

	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Revenues</b>				
Transfer from MAT Reserve	(\$85,000)	\$0	\$0	\$0
Total	(\$85,000)	\$0	\$0	\$0
<b>Expenditures</b>				
Special Events Supplies	\$85,000	\$0	\$0	\$0
Total	\$85,000	\$0	\$0	\$0

**2768 – MACLAREN ART CENTRE – SERVICE PROVIDER STATUS –  
REMOVE FROM CULTURAL GRANTS PROGRAM**

Infrastructure and Growth Management

**CONTACT: Stephannie Schlichter – Director of Economic & Creative Development  
(EXT. 5036)**

**DESCRIPTION:**

The intake form serves to remove the MacLaren Art Centre from being eligible to apply for operational funding through the Arts & Culture Investment Fund and moves them into a service provider-type model in order to create a more stabilized funding model for the MacLaren and strengthen the City's partnership to deliver on the culture development in the City. Annually, the operating budget contains funding support for the Arts Investment Fund (formally the Culture Grant Program). For 2023, the budgeted amount is \$350,900. Based on historic funding to the MacLaren, the amount of \$140,000 is representative of the City's funding commitment through the Arts Investment Fund application and allocation process.

As such, it is recommended that the Arts Investment Funding request be reduced by \$105,000 and a further \$35,000 be allocated from the Reinvestment Reserve Fund for 2023 to support a \$140,000 funding commitment to the MacLaren Art Centre.

This would also result in an approximate \$35,000 increase in the Arts & Culture Investment Fund that would be available to other organizations, building funding capacity and continuing to champion recovery for the arts & culture sector.

**CONFIDENCE:**

In 2021, Cultural Grant Review was conducted by PROCESS. The review was subsequently approved in principle by City Council on June 14th, 2021 – Motion 21-G-168

A significant number of recommendations were provided to support City and Economic and Creative Development Department in planning for the future and the consultant's report recommended the following:

'Explore other mechanisms/models to support MacLaren Art Centre, as MacLaren is a unique asset providing service to the community in a City facility and is not necessarily comparable to other organizations. The MacLaren Art Centre currently receives 37% (\$142,000) of the \$384,785 grant funding that was available (2021).

**BENEFITS:**

The recommendations from the Cultural Grants Review program suggest that other funding mechanisms/models be explored as part of an updated Culture Plan.

Staff are proposing an approach by which Council could provide more stable funding and cultivate a greater partnership with the MacLaren through a service model type relationship

The movement of the MacLaren Art Centre to a service model-type relationship would be akin to the Sandbox Model that includes a Memorandum of Understanding to deliver on shared strategic interests.

Changing the funding model would be the first step in moving toward this type of model.

**FINANCIAL DETAILS:**

***Operating Changes:***

	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Revenues</b>				
Transfer from Reinvestment Reserve	(\$40,000)	(\$40,000)	(\$40,000)	(\$40,000)
Total	(\$40,000)	(\$40,000)	(\$40,000)	(\$40,000)
<b>Expenditures</b>				
Grants Issued to Third Parties	(\$100,000)	(\$100,000)	(\$100,000)	(\$100,000)
Transfer to Local Board	\$140,000	\$140,000	\$140,000	\$140,000
Total	\$40,000	\$40,000	\$40,000	\$40,000



**2686 – UTILITY SCADA SPECIALIST****Infrastructure and Growth Management****CONTACT: Sherry Diemert – Director of Infrastructure (EXT. 5150)****DESCRIPTION:**

The City of Barrie Wastewater Treatment Facility (WwTF) is expanding in technological complexity and relies on a control system called SCADA to ensure that the collection system and treatment facility are functioning properly. A Utility SCADA Specialist is required to support software programming and equipment, and implement planned upgrades to the treatment process. Proper function of the controls and instrumentation at the WwTF is critical to maintaining effective and efficient treatment, thereby ensuring regulatory compliance and protecting the environment and public health. The Utility SCADA Specialist will lead the day-to-day process control programming, monitoring, and troubleshooting requirements of the WwTF, while supporting other section responsibilities including e.RIS data acquisition, CMMS, Asset Management, and site security.

**CONFIDENCE:**

A Utility SCADA Specialist was identified as a necessity in the Water/Wastewater Financial Plan and is needed to properly maintain and grow the comprehensive controls and data acquisition system. The new specialist position is required to maintain the sophisticated controls systems at the pump stations and the WwTF.

The position will address increased workload associated with the expanding wastewater collection and treatment systems as they undergo significant investment and upgrades over the next 10 years

**BENEFITS:**

Wastewater treatment, monitoring, and control technology is advancing at a rapid pace and we need to ensure that staffing resources and skill sets align with the ever-increasing technological requirements of the facility.

The use of in-house staff will avoid the use of external contractors at much higher costs and provide quicker response during service calls related equipment failure.

Reliance on a City resource will avoid an estimated cost of \$200,000 and result in net savings of roughly \$40,000.

**FINANCIAL DETAILS:**

***Operating Changes:***

	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Revenues</b>				
Wastewater Rate	(\$162,397)	(\$165,448)	(\$168,560)	(\$171,735)
Total	(\$162,397)	(\$165,448)	(\$168,560)	(\$171,735)
<b>Expenditures</b>				
Full-Time Salaries	\$128,623	\$131,195	\$133,819	\$136,496
Full-Time Benefits	\$31,074	\$31,553	\$32,041	\$32,539
Staff Training & Development	\$1,500	\$1,500	\$1,500	\$1,500
Cellular Telephone Services	\$1,200	\$1,200	\$1,200	\$1,200
Total	\$162,397	\$165,448	\$168,560	\$171,735

**POSITION DETAILS:**

<b>Name</b>	<b>Full-Time Permanent</b>
Utility SCADA Specialist	1

## **2687 – ENGINEERING CONTRACT ADMINISTRATOR**

**Infrastructure & Growth Management**

**CONTACT: Sherry Diemert – Director of Infrastructure (EXT. 5150)**

### **DESCRIPTION:**

The Branch's business plan primarily focuses on renewal activities of aging infrastructure, including road resurfacing, watermain and sewer rehabilitation projects, storm water initiatives including creek realignment and culvert replacement as well as storm pond retrofits and construction. Our key projects include reconstruction of residential local roadways as individual projects or as part of Neighbourhood Renewal Programs.

The total number of projects and the workload for this group has continued to increase each year. The Linear Branch currently delivers approximately 10-14 construction projects per year at an estimated construction cost of \$30-50M per year. Over the next ten (10) years, the Branch will be delivering thirteen (13) neighborhood renewal projects at an estimated construction value of \$164M in addition to our regular renewal workload.

### **CONFIDENCE:**

The Branch uses a combination of external consultant resources and in-house resources for design and contract administration services. Where the design is undertaken by external consultants, the City would normally rely on the external consultants to administer the Construction Contract. For projects that are designed in-house, the use of in-house resources for contract administration is more prudent.

The Branch currently completes approximately 80% of its design and construction projects with internal staff.

The workload for Contract administrators will increase over the next 10 years and this position will allow the team to continue to administer additional construction projects more efficiently.

### **BENEFITS:**

In-house contract administrators improve the overall project delivery by creating consistency in management and delivery of project. Internal staff are better able to meet the expectations of our stakeholders, especially for renewal projects in residential areas.

Utilizing internal staff ensures accountability on projects and is more cost effective than hiring external resources to deliver these projects. Focusing on stakeholder satisfaction, additional in-house construction resources are required to better align to the work we do and meet the expectations of residents while delivering these key infrastructure projects for our community.

Reliance on a City resource will avoid an estimated cost of \$250,000 and result in net savings of roughly \$110,000.

**FINANCIAL DETAILS:**

***Operating Changes:***

	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Revenues</b>				
Tax Levy	(\$28,125)	(\$28,659)	(\$29,204)	(\$29,759)
Recovery from Capital	(\$112,501)	(\$114,637)	(\$116,816)	(\$119,038)
Total	(\$140,626)	(\$143,296)	(\$146,020)	(\$148,797)
<b>Expenditures</b>				
Full-Time Salaries	\$112,545	\$114,796	\$117,092	\$119,434
Full-Time Benefits	\$28,081	\$28,500	\$28,928	\$29,364
Total	\$140,626	\$143,296	\$146,020	\$148,797

**POSITION DETAILS:**

<b>Name</b>	<b>Full-Time Permanent</b>
Engineering Contract Administrator	1

**2737 – ROADS OPERATIONS STAFF – GROWTH LANDS 2023**

**Infrastructure & Growth Management**

**CONTACT: Dave Friary – Director of Operations (EXT. 4848)**

**DESCRIPTION:**

This intake form requests additional staff resources to provide municipal services related to roadways, sidewalks, and stormwater infrastructure.

As new subdivisions are occupied, additional roadways, sidewalks and stormwater infrastructure need to be maintained. In order to maintain service levels, additional resources and equipment are required.

Additional staff are requested in this intake to service the increase in roadways and sidewalks as outlined below.

In the spring and summer, these staff will be assigned to roadway maintenance and stormwater facilities maintenance. The City's storm infrastructure now include low impact development (LID) infrastructure. LIDs require frequent monitoring and are maintenance intensive.

**CONFIDENCE:**

Within the growth areas, additional roadways and sidewalks to be constructed are summarized as follows.

Additional Infrastructure Requiring Maintenance

<b>Asset Type</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>Total</b>
Road (lane-km)	35.8	31.0	47.2	53.4	131.6
Sidewalk (km)	17.8	32.9	44.9	27.0	104.8

Using this data, it is proposed to add three (3) additional residential road plowing routes and 3 additional sidewalk plowing routes to commence in 2023. The addition of the new routes will ensure that maintenance standards are met with the ability to absorb additional growth beyond 2025.

New Plow trucks were approved and ordered in 2022 for delivery in 2023. This intake form is for additional staff to operate them.

**BENEFITS:**

The additional resources would enable the City to meet the minimum maintenance standards for winter maintenance of roadways in the new growth areas and the desired service levels for roadway maintenance and stormwater facilities maintenance during the summer months.

**FINANCIAL DETAILS:**

**Operating Changes:**

	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Revenues</b>				
Tax Levy	(\$322,692)	(\$326,500)	(\$332,425)	(\$338,468)
Stormwater Rate	(\$45,102)	(\$45,942)	(\$46,798)	(\$47,671)
Total	(\$367,794)	(\$372,442)	(\$379,223)	(\$386,139)
<b>Expenditures</b>				
Full-Time Salaries	\$276,765	\$282,301	\$287,947	\$293,706
Full-Time Benefits	\$80,229	\$81,341	\$82,476	\$83,633
Protective Clothing	\$4,000	\$2,000	\$2,000	\$2,000
Staff Training & Development	\$2,000	\$2,000	\$2,000	\$2,000
IT	\$4,800	\$4,800	\$4,800	\$4,800
Total	\$367,794	\$372,442	\$379,223	\$386,139

**POSITION DETAILS:**

<b>Name</b>	<b>Full-Time Permanent</b>
Driver	1
Operator 1 - Heavy Equipment	1
Operator 2 - Specialized Vehicle	2

## **2707 – EMERGENCY VEHICLE TECHNICIAN**

**Infrastructure & Growth Management**

**CONTACT: Dave Friary – Director of Operations (EXT. 4848)**

### **DESCRIPTION:**

Fleet Operations requires an Emergency Vehicle Technician (EVT) on a permanent basis for maintenance and repair of Barrie Fire and Emergency Service (BFES) equipment. This is required to ensure ongoing support and adequate turnaround time for repair of fire equipment that is critical for emergency response.

The increase in the number of Emergency vehicles necessitates an additional EVT to improve reliability and the repair times for vehicles.

### **CONFIDENCE:**

Fleet Operations has performed emergency vehicle repairs with the assistance of a temporary full time Emergency Vehicle Technician since 2018. The workload for emergency vehicle repairs has confirmed that an Emergency Vehicle Technician (EVT) is required on a permanent basis. Cost for outsourcing maintenance and repairs has shown to be less cost effective and less reliable compared to in-house work carried out by an EVT.

### **BENEFITS:**

An in-house EVT is able to provide more responsive service with quicker turnaround times. External service providers costs are based on roughly \$160/hr.

Reliance on a City resource will avoid an estimated cost of \$166,000 and result in net savings of roughly \$43,000.

### **FINANCIAL DETAILS:**

#### ***Operating Changes:***

	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Revenues</b>				
Tax Levy	\$42,756	\$42,497	\$42,217	\$41,916
Total	\$42,756	\$42,497	\$42,217	\$41,916
<b>Expenditures</b>				
Full-Time Salaries	\$97,558	\$99,509	\$101,499	\$103,529
Full-Time Benefits	\$25,686	\$26,069	\$26,460	\$26,858
Repairs & Maintenance	(\$166,000)	(\$168,075)	(\$170,176)	(\$172,303)
Total	(\$42,756)	(\$42,497)	(\$42,217)	(\$41,916)

**POSITION DETAILS:**

<b>Name</b>	<b>Full-Time Permanent</b>
Emergency Vehicle Technician	1



## **2717 – FACILITIES PROJECT MANAGERS**

**Community & Corporate Services**

**CONTACT: Rick Pews – Director of Corporate Facilities (EXT. 4710)**

### **DESCRIPTION:**

This request is for two permanent full-time Project Manager positions. These two permanent Project Manager positions will serve as necessary resources in the coordinated management of several prioritized, complex, and growth-related Capital Projects. Specifically, the Project Manager positions will support multi-year capital projects previously approved such as the Operations Centre Redevelopment project, the Wastewater Innovation Centre project, and BFES Station 6 New Building Development. All capital projects are approved with funding for resourcing.

The Project Manager role will be responsible for executing the Project Charters developed by project specific Steering Committees. Their responsibilities will include implementing project plans, managing budgets and schedules, which detail the tasks, resources and timelines required to achieve defined project objectives.

### **CONFIDENCE:**

The Project Manager positions will provide the identified projects with the necessary staff support to successfully deliver strategic growth-related projects on schedule, on budget and achieve end user conditions of satisfaction.

### **BENEFITS:**

Project Manager positions are required to provide the necessary oversight on complex, multi-year, growth-related projects. These projects would not be able to be delivered without Project Managers. Hiring a contractor or consultant to perform this role is possible, however, external project managers are substantially more expensive than internal staff, particularly for complex projects.

Providing permanent positions will attract highly skilled applicants, and provide the corporation with less costly committed resources to deliver projects, avoiding issues with staff turnover, cost/schedule impacts, and quality that can be problematic when dedicated resources are not in place.

**FINANCIAL DETAILS:**

**Operating Changes:**

	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Revenues</b>				
Tax Levy	(\$13,800)	(\$13,800)	(\$13,800)	(\$13,800)
Recovery from Capital	(\$231,196)	(\$231,196)	(\$231,196)	(\$231,196)
Total	(\$244,996)	(\$249,358)	(\$253,807)	(\$258,346)
<b>Expenditures</b>				
Full-Time Salaries	\$182,331	\$185,978	\$189,697	\$193,491
Full-Time Benefits	\$48,865	\$49,580	\$50,310	\$51,055
Training & Development	\$6,000	\$6,000	\$6,000	\$6,000
Memberships & Subscriptions	\$1,000	\$1,000	\$1,000	\$1,000
IT	\$6,800	\$6,800	\$6,800	\$6,800
Total	\$244,996	\$249,358	\$253,807	\$258,346

**Capital Changes:**

	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Revenues</b>				
Contribution from Tax Capital Reserve	(\$5,200)	\$0	\$0	\$0
Total	(\$5,200)	\$0	\$0	\$0
<b>Expenditures</b>				
IT	\$5,200	\$0	\$0	\$0
Total	<b>\$5,200</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**POSITION DETAILS:**

<b>Name</b>	<b>Full-Time Permanent</b>
Project Manager - Capital Facilities	2

**2720 – WATERFRONT – ADDITIONAL WASHROOM CLEANING**

Community &amp; Corporate Services

**CONTACT: Rick Pews – Director of Corporate Facilities (EXT. 4710)****DESCRIPTION:**

As the use of parks and waterfront has increased so has parks washroom use. The budget available to provide cleaning allows one washroom cleaning crew to clean all parks washrooms twice per day everyday though out the summer, however during weekends and holidays this has proved to be insufficient in keeping up with the expected level of cleanliness and disinfection. During the Summers of 2020 and 2021 cleaning frequency was increased due to Covid-19 as there was a large increase in parks use while indoor activities were unavailable. This increase in budget will fund an additional crew to maintain the enhanced level of cleaning established during the pandemic, that was returned to pre-pandemic levels in the summer of 2022, as the public has now come to expect a higher level of service and the washrooms continue to experience higher levels of utilization. The additional crew will concentrate on the busiest Heritage and Centennial parks washrooms on weekends only, allowing the main clearing crew time to clean all other parks washrooms..

**CONFIDENCE:**

With the increase in parks use and the increased level of disinfection expected by the public the additional resources will re-establish the positive change to the level of cleanliness and disinfection provided for the public during the pandemic 2020 and 2021 summer months.

**BENEFITS:**

Providing clean and safe public washrooms in our parks keep our residence, staff and tourists safe and add a higher level of service experience when visiting our parks and waterfront.

**FINANCIAL DETAILS:**

***Financial Benefit - Cost Avoidance:***

<b>Budget Year</b>	<b>Amount</b>	<b>Description</b>
2023	\$20,000	Additional part time casual staff required

***Operating Changes:***

	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Revenues</b>				
Tax Levy	(\$19,993)	(\$20,299)	(\$20,610)	(\$20,928)
Total	(\$19,993)	(\$20,299)	(\$20,610)	(\$20,928)
<b>Expenditures</b>				
Full-Time Salaries - Casual	\$13,400	\$13,668	\$13,941	\$14,220
Full-Time Benefits - Casual	\$1,593	\$1,631	\$1,669	\$1,708
Cleaning Supplies	\$2,500	\$2,500	\$2,500	\$2,500
Minor Capital	\$2,500	\$2,500	\$2,500	\$2,500
Total	\$19,993	\$20,299	\$20,610	\$20,928

**POSITION DETAILS:**

<b>Name</b>	<b>Casual/Seasonal</b>
Summer Student Crew (casual/seasonal)	1

**2719 – MARINA BOAT STORAGE**

Community &amp; Corporate Services

CONTACT: Rick Pews – Director of Corporate Facilities (EXT. 4710)

**DESCRIPTION:**

The City of Barrie Marina is self-funded in its operations and capital renewals through the Marina reserve. As such new revenue sources provide a healthier reserve for all future capital renewals. Currently, the City owned Vespra Street property that housed the original Fire Head Quarters remains vacant and is maintained through the vacant land cost centre at a cost to the tax base. This marina winter boat storage proposal would allow the Marina to rent the lands from the City, avoiding the current costs of maintaining vacant lands and providing a new revenue source (tax fund and marina reserve). In addition during the summer when the secure property is not in use the land will be provided to Parks Operations as a satellite yard that is in close proximity to the waterfront increasing Parks operational efficiency at no cost. This location close to the waterfront adds efficiency to the parks maintenance operations.

**CONFIDENCE:**

As winter storage in the City is at a premium, there is a high level of confidence that this proposal would easily generate the maximum revenue potential. The site would generate needed revenue for the Marina. The rent revenue will go to support vacant lands cost centre that is currently supported by the tax base. With this change there would be a higher level of service to our parks, vacant lands and marina patrons at no cost to the taxpayer.

**BENEFITS:**

This request is very important in building a health marina reserve and utilizing and supporting unused city owned land that is currently a burden to the tax base. The operational efficiencies and logistical advantages parks operations would be significant at no cost to the parks operating budget.

**FINANCIAL DETAILS:****Operating Changes:**

	2023	2024	2025	2026
<b>Revenues</b>				
Tax Levy	\$15,000	\$30,000	\$30,400	\$30,800
Rental Revenue	(\$45,000)	(\$91,200)	(\$92,824)	(\$94,472)
Transfer from Marina Capital Reserve	(\$2,000)	\$0	\$0	\$0
Total	(\$32,000)	(\$61,200)	(\$62,424)	(\$63,672)
<b>Expenditures</b>				
Minor Capital	\$17,000	\$0	\$0	\$0
Property Rental/Lease	\$15,000	\$30,000	\$30,400	\$30,800
Transfer to Marian Reserve	\$0	\$31,200	\$32,024	\$32,872
Total	\$32,000	\$61,200	\$62,424	\$63,672

## **2770 – DIVERSITY, EQUITY AND INCLUSION POSITION**

**Community & Corporate Services**

**CONTACT: Dawn McAlpine – General Manager of Community and Corporate Services  
(EXT. 4421)**

### **DESCRIPTION:**

The Diversity, Equity and Inclusion (DEI) Manager will develop and implement a DEI Strategy and Policy to advance DEI for the City and the community. The Manager will build partnerships with internal and external stakeholder groups to lead community outreach initiatives and ensure that diversity and inclusion strategies and programs are embedded within core processes and day-to-day operations across the Corporation. The Position will provide recommendations and support to staff, City Council and advisory committees in identifying and addressing complex systemic barriers and inequities within workplace systems, policies, practices, programs and services - as well as recommendations and actions that support the municipality's response to the Truth and Reconciliation Commission's Calls to Action and obligations. This strategic leadership will assist in addressing risk factors identified in the Community Safety and Well-Being Plan including but not limited to social isolation, weak community bonds, and discrimination.

### **CONFIDENCE:**

This position will improve the City's planning and response to address systemic barriers and inequities and advance initiatives and partnerships aimed at addressing community safety and well-being.

### **BENEFITS:**

The City's Community Safety and Well-being Plan identified the need to strengthen our connections with each other as Barrie residents, as a way to build a safer, healthier Barrie. Staff performed an environmental scan of public and private-sector organizations to review best practices of similar positions. Municipalities analyzed include GTA municipalities such as York Region, Richmond Hill, Markham, Brampton, Mississauga, Oakville and Toronto as well as smaller municipalities such as Stratford, Innisfil and St. Catharines. The majority of the comparators have at least one dedicated diversity position that reports into senior management. The position will guide anti-racism action in conjunction with various committees and task forces.

Social environments feel safer and more welcoming, on balance, for certain groups, and less safe for others. Someone who is, for example, racialized, an immigrant, LGBTQ2S+, a woman, an Indigenous person, or living with a disability, a mental health issue, or homelessness, is more likely to feel unsafe or less welcome. The position will develop a strategy and policies that aim to reduce experiences of discrimination, intolerance, and racism.

**FINANCIAL DETAILS:**

**Operating Changes:**

	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Revenues</b>				
Tax Levy	(\$174,987)	(\$176,376)	(\$179,731)	(\$183,153)
<b>Total</b>	<b>(\$174,987)</b>	<b>(\$176,376)</b>	<b>(\$179,731)</b>	<b>(\$183,153)</b>
<b>Expenditures</b>				
Full-Time Salaries	\$138,647	\$141,420	\$144,249	\$147,134
Full-Time Benefits	\$32,940	\$33,456	\$33,982	\$34,519
Minor Capital	\$1,900	\$0	\$0	\$0
IT	\$1,500	\$1,500	\$1,500	\$1,500
<b>Total</b>	<b>\$174,987</b>	<b>\$176,376</b>	<b>\$179,731</b>	<b>\$183,153</b>

**POSITION DETAILS:**

<b>Name</b>	<b>Full-Time Permanent</b>
Diversity, Equity & Inclusion Manager	1

**2742 – THEATRE VENUE STAFFING – RETURN TO PRE-PANDEMIC STAFFING (WITH 1 ADDITIONAL TECHNICIAN) AND CONVERT 2 TEMPORARY POSITIONS TO PERMANENT**

Community and Corporate Services

CONTACT: Dan Bell – Director of Recreation and Culture Services (EXT. 4352)

**DESCRIPTION:**

The purpose of this intake form is to return the Theatre staff positions to the level that was in place prior to the pandemic by adding back one temporary Venue Technician, as well as converting two full-time temporary positions (Venue Technician Coordinator and Venue Technician) to permanent full-time positions.

A Venue Technician position was removed during the pandemic when performances were limited due to health restrictions. Currently, all of the technical staff that support the Five Points Theatre and Georgian Theatre productions (lighting, stage, audio visual and other equipment) as well as the Eastview Arena summer stage, Sadlon Stage and Meridian Place, are temporary full-time positions and therefore the second portion of the request is to convert two of these positions to permanent status.

Without the technical staff, performances are not able to be held within the theatres and spaces such as Meridian Place and the Eastview Arena. Growth in the cultural event sector, especially related to demand for our theatre venues, is placing more pressure on our limited temporary Venue Technician staff positions. Together with a labour market that is short in specially trained venue technicians, this proposal is designed to retain current staff and return another staff position so the City can provide technical services for the number of performances by cultural organizations that are returning to pre-pandemic levels. Without the return of the one temporary Venue Technician, it will not be possible to support the number of bookings requested, particularly as multiple venues may be in use by different organizations on the same dates.

The goal is to make two of these positions more attractive by moving them from temporary to permanent status and adding back a third Venue Technician position which reflects our full technical staff complement prior to the pandemic. The third Venue Technician was removed from the technician complement during the pandemic but is required for 2023 as we will be restored to a pre-pandemic operating model. The charts below will illustrate the permutations within the staffing compliment.

**CONFIDENCE:**

Business demands will require the retention and addition of highly trained technical staff to support cultural organizations' needs. These organizations rely on the City to provide technical support that contributes to the success of their programming and productions. Very confident that the need for the requested venue technical staff will be required by the beginning of 2023. Current Venue Technician staff have reached capacity as the theatres ramp up rentals and productions.



**BENEFITS:**

Building the capacity to attract and retain specially trained staff is key to the current use and continued growth of the cultural sector in the City as we emerge from the impacts of the pandemic. The projected demand for technical assistance from specially trained Venue Technicians will grow as events and productions increase at our two theatre locations.

**FINANCIAL DETAILS:****Operating Changes:**

	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Revenues</b>				
Tax Levy	(\$112,668)	(\$114,138)	(\$115,659)	(\$117,230)
Rental Revenue	(\$20,000)	(\$21,000)	(\$22,000)	(\$23,000)
Total	(\$132,668)	(\$135,138)	(\$137,659)	(\$140,230)
<b>Expenditures</b>				
Full-Time Salaries	\$167,135	\$170,477	\$173,887	\$177,365
Full-Time Benefits	\$45,376	\$45,998	\$46,633	\$47,280
Full-Time Salaries - Casual	(\$70,553)	(\$71,964)	(\$73,403)	(\$74,871)
Full-Time Benefits - Casual	(\$9,290)	(\$9,373)	(\$9,458)	(\$9,544)
Total	\$132,668	\$135,138	\$137,659	\$140,230

**POSITION DETAILS:**

<b>Name</b>	<b>Full-Time Permanent</b>	<b>Full-Time Temporary</b>
Venue Technician Coordinator	1	(1)
Venue Technician	1	(1)
Venue Technician		1

## **2744 – SUMMER WEEKEND REOPENINGS**

Community and Corporate Services

**CONTACT: Dan Bell – Director of Recreation and Culture Services (EXT. 4352)**

### **DESCRIPTION:**

Re-opening of the three (3) major Recreation centres for summer weekends will provide an enhanced service level to residents who hold a recreation membership and to those organizations or private individuals that rent facilities on summer weekends. While the number of total visitors during summer weekends is 75% less than all other weekends, member visits drop only 33% indicating our most loyal clients continue to use recreation facilities on summer weekends.

### **CONFIDENCE:**

We are extremely confident that weekend openings will provide improved service levels to our most loyal customers, recPASS members. This will reduce the volume of membership cancellations due to summer closures thereby generating incremental revenues.

### **BENEFITS:**

This enhanced service level will support the demand from recreation members to provide some services over the summer weekends.

### **FINANCIAL DETAILS:**

#### ***Operating Changes:***

	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Revenues</b>				
Tax Levy	(\$106,634)	(\$108,766)	(\$110,942)	(\$113,161)
Total	(\$106,634)	(\$108,766)	(\$110,942)	(\$113,161)
<b>Expenditures</b>				
Full-Time Salaries	\$95,550	\$97,461	\$99,410	\$101,398
Full-Time Benefits	\$11,084	\$11,305	\$11,532	\$11,762
Total	\$106,634	\$108,766	\$110,942	\$113,161

**2758 – TECHNOLOGY ANALYST (NG 911)**

Access Barrie

**CONTACT: Ryan Nolan – Director of Information Technology (EXT. 4373)****DESCRIPTION:**

This permanent position was identified in the 2022 Business Plan as an Operating Impact of IT1050 – BFES Next Gen 911 Phones System.

NG 911 will bring modern technologies and capabilities to the 911 system (enhanced location data, real-time text, live video and more). This role will work to ensure these new capabilities are as secure and reliable as citizens expect, and depend on, 911 to be.

**CONFIDENCE:**

This resource will be an integral part of the NG 911 project implementation team where they will gain vital hands-on experience and familiarity with the City’s new NG 911 system as it is built. Post implementation, they will serve as the primary NG 911 Subject Matter Expert in IT and be responsible for cross training additional IT support staff, regular security patches and maintenance of the NG 911 systems. They will also be the technology lead for any new features the CRTC adds through NG 911 continuous improvements.

**BENEFITS:**

NG 911 is a service enhancement from the current e911 service. The CRTC has also stated that NG 911 will be a flexible architecture and plans to regularly add additional features through continuous improvements.

**FINANCIAL DETAILS:*****Operating Changes:***

	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Revenues</b>				
Tax Levy	(\$38,854)	(\$86,620)	(\$124,179)	(\$126,448)
Recovery from Capital	(\$80,919)	(\$35,334)		
Total	(\$119,773)	(\$121,954)	(\$124,179)	(\$126,448)
<b>Expenditures</b>				
Full-Time Salaries	\$91,166	\$92,989	\$94,849	\$96,746
Full-Time Benefits	\$24,432	\$24,790	\$25,155	\$25,527
Contracted Services	\$500	\$500	\$500	\$500
Staff Training & Development	\$2,000	\$2,000	\$2,000	\$2,000
IT	\$1,675	\$1,675	\$1,675	\$1,675
Total	\$119,773	\$121,954	\$124,179	\$126,448

**Capital Changes:**

	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Revenues</b>				
Transfer from Tax Capital Reserve	(\$1,900)	\$0	\$0	\$0
Total	(\$1,900)	\$0	\$0	\$0
<b>Expenditures</b>				
IT	\$1,900	\$0	\$0	\$0
Total	<b>\$1,900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**POSITION DETAILS:**

<b>Name</b>	<b>Full-Time Permanent</b>
Technology Analyst	1

**2763 – SYSTEMS ANALYST (WEB DEV & CEM)**

Access Barrie

**CONTACT: Ryan Nolan – Director of Information Technology (EXT. 4373)****DESCRIPTION:**

This request is for a permanent Systems Analyst to supporting the expanding use of public facing Websites, online forms, mobile apps and CEM to deliver even more e-services and maintain continuous improvements to existing e-services.

**CONFIDENCE:**

During COVID, the city more than doubled the e-services available through APLI and launched the CEM (Citizen Experience Management) making dozens more of the most common service requests available on-line 24/7. Additional resources are needed to maintain the existing e-services while continuing to roll out new e-services.

**BENEFITS:**

Through COVID, Council’s 2018-2022 Strategic Plan to use technology to deliver services more effectively was accelerated. 12 public applications were moved on-line through APLI (Applications, Permits, Licenses and Inspection) and 26 service requests launched in CEM (Citizen Experience Management) using temporary project resources. This permanent role is needed to maintain all the existing e-services and any new e-services being launched.

This position will also support the growing need to integrate backend systems to provide a streamlined and simplified experience for citizens and business.

**FINANCIAL DETAILS:****Operating Changes:**

	2023	2024	2025	2026
<b>Revenues</b>				
Tax Levy	(\$38,854)	(\$86,620)	(\$124,179)	(\$126,448)
Recovery from Capital	(\$80,919)	(\$35,334)	\$0	\$0
Total	(\$119,773)	(\$121,954)	(\$124,179)	(\$126,448)
<b>Expenditures</b>				
Full-Time Salaries	\$91,166	\$92,989	\$94,849	\$96,746
Full-Time Benefits	\$24,432	\$24,790	\$25,155	\$25,527
Contracted Services	\$500	\$500	\$500	\$500
Staff Training & Development	\$2,000	\$2,000	\$2,000	\$2,000
IT	\$1,675	\$1,675	\$1,675	\$1,675
Total	\$119,773	\$121,954	\$124,179	\$126,448

**Capital Changes:**

	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Revenues</b>				
Transfer from Tax Capital Reserve	(\$1,900)	\$0	\$0	\$0
Total	(\$1,900)	\$0	\$0	\$0
<b>Expenditures</b>				
IT	\$1,900	\$0	\$0	\$0
Total	<b>\$1,900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**POSITION DETAILS:**

<b>Name</b>	<b>Full-Time Permanent</b>
Systems Analyst	1

**2769 – ECONOMIC & JOB CREATION,  
MARKETING/COMMUNICATIONS ADVISOR**

Access Barrie

**CONTACT: Cheri Harris – Manager of Marketing and Communications (EXT. 4714)**

**DESCRIPTION:**

The Economic and Creative Development (ECD) Department is diverse in both its service offerings and target audiences. With the continued and increased focus on supporting economic development activities in the city, this role is needed to continue to position Barrie as a premiere destination, attract and retain talent, bolster Barrie's arts and culture sector, and help Barrie's businesses succeed. Working in Access Barrie and reporting to the Manager, Marketing & Communications, a full-time dedicated Communications Advisor would work in close alignment with the Invest Barrie team including Manager of Business Development, Manager of the Small Business Centre and the Director of Economic and Creative Development to develop and implement marketing and communications strategies to support departmental goals.

**CONFIDENCE:**

In 2021, the ECD Department received COVID relief funding to hire a temporary Communications Advisor to provide dedicated support to the department. This position has been successful in advancing many of the department's goals including positioning Barrie as a premiere business investment destination, engaging stakeholders to help tell the Barrie story and growing Invest Barrie's social media channels. A full-time, dedicated Communications Advisor would allow the ECD Department to build on this success and further drive departmental goals forward. Not converting the contract position to a full-time position will result in a service reduction to the Economic and Creative Development department.

Highlights of the success seen to date include:

- Developed a dynamic set of marketing/communications strategic positioning and key messages that can be applied across diverse target markets and portfolios (e.g. entrepreneurs, culture organizations, talent).
- Developed and implemented a comprehensive marketing/communications strategy supporting key departmental goals.
- Within first two months of launching the marketing/communications strategy, Invest Barrie's social media impressions grew by 165%, engagements grew by 345% and net audience grew by 220%.
- Proactively identified and leveraged opportunities to promote local success stories and highlight departmental achievements, working closely with the ECD team.

**BENEFITS:**

The dedicated communications role will support ECD (public art, business development, tourism and the Small Business Centres Centre) and will work with the various units to develop, lead and implement the strategic marketing and communications work to attract, create, and retain jobs, and to foster a resilient, pro-growth tax base and an inclusive economy. It would also provide the following benefits:

- Continued promotion of Barrie as a premiere business investment destination among target audiences, proactive identification of opportunities to attract investment and raise the profile of the City through marketing and communications plans.
- Support business recovery efforts by sharing local success stories.
- Implementation of dynamic marketing/communications campaigns incorporating unified messaging to support departmental projects.
- Help cultivate a dynamic workforce and pipeline of talent through targeted talent attraction marketing campaigns.
- Building on the continued momentum, continue to grow Invest Barrie’s social media channels focusing on key influencers and target audiences to amplify messaging.
- Strategic oversight and leadership on Invest Barrie's marketing/communications initiatives (i.e. destination marketing, entrepreneurship attraction, support local) to ensure consistent and successful messaging to drive business goals.
- With this position seated in Access Barrie, strengthening the centralized model of communications will support a consolidated, and strategic approach to communications, contributing to: lower risk, better alignment with corporate priorities, more connections realized, and a more effective way to manage resources.
- Stronger and more successful communications products to support Invest Barrie (i.e. digital assets, messaging, branded elements, etc.) through expert advisement via this staff specialist.

**FINANCIAL DETAILS:**

**Operating Changes:**

	2023	2024	2025	2026
<b>Revenues</b>				
Tax Levy	(\$132,834)	(\$132,008)	(\$134,505)	(\$137,053)
Total	(\$132,834)	(\$132,008)	(\$134,505)	(\$137,053)
<b>Expenditures</b>				
Full-Time Salaries	\$103,214	\$105,279	\$107,384	\$109,532
Full-Time Benefits	\$26,345	\$26,729	\$27,121	\$27,521
IT	\$3,275	\$0	\$0	\$0
Total	\$132,834	\$132,008	\$134,505	\$137,053

**Capital Changes:**

	2023	2024	2025	2026
<b>Revenues</b>				
Transfer from Tax Capital Reserve	(\$1,900)	\$0	\$0	\$0
Total	(\$1,900)	\$0	\$0	\$0
<b>Expenditures</b>				
IT	\$1,900	\$0	\$0	\$0
Total	\$1,900	\$0	\$0	\$0



**POSITION DETAILS:**

<b>Name</b>	<b>Full-Time Permanent</b>
Communications Advisor	1

## **2726 – BARRIE TRANSIT FARE INCREASE**

**Access Barrie**

**CONTACT: Brent Forsyth – Director of Transit and Parking Strategy (EXT. 4521)**

### **DESCRIPTION:**

The transit operating budget will experience significant financial pressures in 2023 with the rising cost of fuel, inflation on the City's third party contract, reduced upper level government funding, and recovering revenues. Transit fare increases may be necessary to mitigate these financial impacts for residents.

A 12 year fare strategy was approved by Council in late 2019 that set out planned fare increases over the next 3 terms of Council. The next major fare increase is planned for 2024 for Barrie Transit's cash fare from \$3.25 to \$3.50 and similar increases for multi-ride fare cards, however fare increases may need to be considered earlier to share the financial burden of inflation and fuel on users of the transit system.

The proposed fare increases would include the following.

- Cash fare - \$3.25 to \$3.50 (\$3.00 to \$3.25 for Seniors)
- Adult 10 Ride - \$28.00 to \$30.00
- Student 10 Ride - \$24.50 to \$26.00
- Senior 10 Ride - \$21.00 to \$22.25
- Adult Monthly - \$89.00 to \$91.00
- Student Monthly - \$68.25 to \$69.75
- Senior Monthly - \$53.00 to \$54.00
- Day Pass - \$8.00 to \$8.50
- Family Day Pass - \$9.50 to \$10.00

The increases listed above will push Barrie Transit to the higher end of fares when compared to peer transit agencies.

### **CONFIDENCE:**

We are confident the additional revenue can be realized, however the long-term impact on ridership and funding from upper level government is uncertain.

### **IMPACT:**

Increasing transit fares may have the following impact on riders:

- Fare increases may impact the most vulnerable in our community including seniors, low income, and riders with accessibility needs.
- Transit riders are considered price sensitive and fare revenue may be negated if the riders choose to utilize the transit service less.
- Reduce rider satisfaction and increase complaints.
- Decrease funding from upper level governments with lower ridership
- Incentivize other modes of travel such as the purchase of a vehicle that would increase green house gas (GHG) emissions..

**FINANCIAL DETAILS:**

*Operating Changes:*

	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Revenues</b>				
Tax Levy	\$210,000	\$315,000	\$315,000	\$315,000
Bus Fares	(\$70,000)	(\$105,000)	(\$105,000)	(\$105,000)
Bus Passes	(\$140,000)	(\$210,000)	(\$210,000)	(\$210,000)
<b>Total</b>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

**2759 – DEFERRAL OF BARRIE TRANSIT SERVICE TO SALEM & HEWITTS**

Access Barrie

**CONTACT: Brent Forsyth – Director of Transit and Parking Strategy (EXT. 4521)**

**DESCRIPTION:**

The transit operating budget will experience significant financial pressures in 2023 with the rising cost of fuel, inflation on the City's third party contract, reduced upper level government funding, and recovering revenues. Transit service level reductions may be necessary to mitigate these financial impacts for residents.

The 2023 transit operating budget includes service hours for transit on demand in the Salem and Hewitt's areas starting in November 2023 as pre-approved in the 2022 business plan. This proposed Intake Form would defer extending transit on demand service in these growth areas for at least a full year until November 2024.

**CONFIDENCE:**

We are confident the financial savings identified can be achieved as the City determines service level hours with the third party contractor. The short and long-term impacts to transit service are difficult to anticipate and quantify.

**IMPACT:**

Deferring transit service to Salem and Hewitts may have the following short and long-term impacts:

- Impact resident's ability to get to work, attend medical appointments, and shop for groceries and other necessities.
- Impact ridership long-term as residents develop new travel habits away from transit.
- Decrease transit revenue and funding potential from upper level government with reduced ridership.
- Incentivize other modes of travel, reducing the likelihood of hitting Council directed modal share targets and green house gas (GHG) emission targets.
- Negatively impact traffic congestion in the City.
- Decrease overall satisfaction with the service with reduced frequency and connection to other routes and transit service such as GO Metrolinx.

**FINANCIAL DETAILS:**

***Operating Changes:***

	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Revenues</b>				
Tax Levy	\$200,067	\$1,200,402	\$1,236,414	\$1,273,506
Total	<u>\$200,067</u>	<u>\$1,200,402</u>	<u>\$1,236,414</u>	<u>\$1,273,506</u>
<b>Expenditures</b>				
Contracted Services	(\$200,067)	(\$1,200,402)	(\$1,236,414)	(\$1,273,506)
Total	<u>(\$200,067)</u>	<u>(\$1,200,402)</u>	<u>(\$1,236,414)</u>	<u>(\$1,273,506)</u>

**2716 – PROCUREMENT COORDINATOR**

CAO &amp; Mayor's Office

CONTACT: Craig Millar – Chief Financial Officer (EXT. 5130)

**DESCRIPTION:**

The Procurement Coordinator position is required to ensure that the Purchasing Branch has sufficient resources to provide the appropriate level of internal controls and support to clients and the vendor community. Over the next 5 years the City's Capital plan is projected to total over \$900 million.

Currently, the Purchasing Branch has one Purchasing Clerk and one Junior Buyer who support the Purchasing Agents and the day to day activities of the Purchasing Branch. These activities have expanded and increased in volume to the extent that the workload is unmanageable which creates risk to the City. The Purchasing Clerk's responsibilities have increased with the addition of administering Vendor Master Data and Electronic Funds Transfer (EFT) for the City and its partners. Paying vendors electronically is more efficient and reduces costs overall but requires strong internal controls to reduce risk of fraud. As an example of the increase in volume, the Purchasing Branch undertook nearly 190 procurements valued at \$190 million in 2021 compared to 161/\$100 million in 2020 and 175/\$95 million in 2019. The Purchasing Clerk role has increased responsibility with the implementation of the City's Enterprise Resource Planning system SAP.

The activities required to support the Purchasing Branch include administering the corporate purchasing card program, issuing PO's (annually 600-700), amending PO's (annually about 500), vendor master data (new and updates), verifying and administering electronic funds transfer (EFT) applications, closing out procurement projects, records management, responding to various requests for information from department staff, annual PO close out process, along with special projects as needed. Many of these activities have an inherent risk to them, so it is vital that the tasks be completed accurately and in accordance with established policies.

In addition, the Purchasing Agents are currently performing some tasks that could be done by the Procurement Coordinator such as managing insurance and bond documentation, contract extensions, and general vendor communications. This would allow the Purchasing Agents to focus on strategic procurement projects.

**CONFIDENCE:**

This additional resource will alleviate pressure on existing staff to support the activities of the Purchasing Branch and will ensure a high level of service to internal clients and our vendor community.

**BENEFITS:**

The projected capital plan is a significant factor in the increase demand on the Purchasing Branch administrative activities as many of the key activities are connected to the volume of procurement projects. In 2021, the Purchasing Branch undertook nearly 190 procurements valued at \$190 million as compared to 161/\$100 million in 2020 and 175/\$95 million in 2019. Without adequate resources for internal controls and support to clients, the purchasing activities are at a great risk of errors, fraud and delays.

**FINANCIAL DETAILS:**

**Operating Changes:**

	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Revenues</b>				
Tax Levy	(\$96,494)	(\$91,017)	(\$92,672)	(\$94,361)
Total	(\$96,494)	(\$91,017)	(\$92,672)	(\$94,361)
<b>Expenditures</b>				
Full-Time Salaries	\$67,839	\$69,196	\$70,580	\$71,992
Full-Time Benefits	\$19,855	\$20,121	\$20,392	\$20,669
Contracted Services	\$500	\$500	\$500	\$500
Minor Capital	\$7,100	\$0	\$0	\$0
IT	\$1,200	\$1,200	\$1,200	\$1,200
Total	\$96,494	\$91,017	\$92,672	\$94,361

**Capital Changes:**

	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Revenues</b>				
Transfer from Tax Capital Reserve	(\$1,900)	\$0	\$0	\$0
Total	(\$1,900)	\$0	\$0	\$0
<b>Expenditures</b>				
IT	\$1,900	\$0	\$0	\$0
Total	<b>\$1,900</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**POSITION DETAILS:**

<b>Name</b>	<b>Full-Time Permanent</b>
Procurement Coordinator	1

## **2718 – PAYROLL AND PENSION SPECIALIST**

**CAO & Mayor's Office**

**CONTACT: Christine Gianino – Director of Human Resources (EXT. 4366)**

### **DESCRIPTION:**

The conversion of the current temporary full-time payroll and pension specialist to permanency due to:

- 1) Growth in staff by over 50% in the last two decades
- 2) New rules for the OMERS pension plan set to begin in January of 2023 where for the first time, all non-full-time staff must be offered entry into the pension plan without any qualifying criteria.

### **CONFIDENCE:**

There is currently a temporary payroll and pension specialist, the addition of which has allowed the payroll and pension team to successfully managing the workload, and therefore we are confident this initiative will allow the corporation to continue to pay its employees every two weeks and ensure the administration of their pension is maintained.

### **BENEFITS:**

Two decades ago, in the early 2000's, the City was processing payroll for approximately 1500 staff with two front-line payroll staff, and a third staff, a supervisor, who was responsible for all OMERS calculations and remittances.

Fast forward to 2022, where two permanent staff now process payroll for approximately 2250 staff (a 50% increase), and where a more powerful and accurate, but more time consuming payroll system has been implemented. In addition, previously the OMERS pension plan limited enrollment to those who met a specific criteria of 700 hours of work time, or 35% of the year's maximum pensionable earnings (YMPE), each year for two consecutive years. As of January 1, 2023 however, OMERS must be offered to ALL employees without any qualifying requirements. Based on previous years data on the percentage of staff who chose to enroll when offered, it is anticipated that this change will result in a 30% increase in the number of OMERS enrollments to be processed and maintained. The 30% increase in the number is an understatement of the additional work required, because enrolling and maintaining pension for non-full-time employees is more time-consuming than for full-time employees.

In summary, twenty years ago we had the equivalent of 2.5 permanent FTE's completing the work related to payroll and pension, where today we have 2 permanent FTE's and 1 full-time temporary staff doing the same work despite the increase in numbers and workload noted above. Moving the third staff from temporary to permanent will ensure the City is able to continue to pay City staff and City partner's staff (Police and Library) every two weeks, and maintain pension administration duties into the future.



**FINANCIAL DETAILS:**

**Operating Changes:**

	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Revenues</b>				
Tax Levy	(\$119,498)	(\$121,745)	(\$124,038)	(\$126,376)
Total	(\$119,498)	(\$121,745)	(\$124,038)	(\$126,376)
<b>Expenditures</b>				
Full-Time Salaries	\$94,732	\$96,627	\$98,559	\$100,530
Full-Time Benefits	\$24,766	\$25,119	\$25,478	\$25,845
Total	\$119,498	\$121,745	\$124,038	\$126,376

**POSITION DETAILS:**

<b>Name</b>	<b>Full-Time Permanent</b>
Payroll & Pension Specialist	1

## **2734 – DISABILITY MANAGEMENT SPECIALIST**

**CAO & Mayor's Office**

**CONTACT: Christine Gianino – Director of Human Resources (EXT. 4366)**

### **DESCRIPTION:**

Effective management of disability claims requires a competent individual to effectively manage policies, process, procedures and practices. Given the complexity of this operation, a competent designated specialist is required.

This position is currently funded by dollars committed by the CAO in place of intake for a wellness program (Intake request #577) and has been carried over in budget since 2020 without an FTE. Request to convert this current temporary full-time Disability Management Specialist is required due to

- a) Complexity of claims management due to legislation changes
- b) Growth of the number of city employees using the disability programs year over year

This work was previously completed by the Senior Workplace Health Advisor position which was converted to the FTE position of a Health and Safety Technician in 2021.

### **CONFIDENCE:**

This position is currently a temporary position with salary and benefits funded by dollars committed by the CAO in place of intake for a wellness program (Intake request #577) and has been carried over in budget since 2020 without an FTE. There would be little impact on the current budget save adding training and membership dollars.

### **BENEFITS:**

The goal of an FTE in this position is to provide a designated resource to manage disability cases in both a physical and contextualized biopsychosocial approach (inclusive of work culture, work environment, and workplace relations) in order to provide consistency and cost savings to the corporation. They will act as the first point of contact for initiation of short-term leaves according to the policy/collective agreement, work to manage the complex claims for workers' compensation cases, and provide assistance and guidance to stakeholders for accommodations related to medical conditions. This would include ongoing monitoring of claim progression, contact with the workplace and external parties, and include a return to work coordination when required. This position will maintain, track and analyze baseline and complex data related to leaves in order to ensure:

- Legal compliance
- Corporate and social responsibility (moral and ethical)
- Labour/management relations
- Corporate image
- Business continuity
- Financial (claims cost, absenteeism, productivity)

**FINANCIAL DETAILS:**

***Operating Changes:***

	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Expenditures</b>				
Full-Time Salaries	\$103,214	\$105,279	\$107,384	\$109,532
Full-Time Benefits	\$26,345	\$26,729	\$27,121	\$27,521
Consultants	(\$129,559)	(\$132,008)	(\$134,505)	(\$137,053)
Total	\$0	\$0	\$0	\$0

**POSITION DETAILS:**

<b>Name</b>	<b>Full-Time Permanent</b>
Disability Management Specialist	1