A. Recommendations

THAT the Transportation Committee receive Staff Report FAF.19.211, entitled “Transportation Master Plan Staffing Resources”;

AND THAT the Transportation Committee endorse the preparation of a Request for Proposal to retain the services of an external consultant to complete a Transportation Master Plan as outlined in this report;

AND THAT the Transportation Committee endorse the hiring of a Transportation Master Plan Project Coordinator as outlined in the proposed Job Description included as Attachment 1.

B. Overview

This staff report outlines the proposed staffing resources and recommendation to source an external consultant for the completion of the Transportation Master Plan project and recommends the Transportation Committee (Committee) provide the same to Council for information.

C. Background

Council, through the 2019 Approved Budget, authorized funding for a Transportation Master Plan study to be facilitated with the assistance of the Committee. Accordingly, the Committee recognized some additional resources may be required and provided staff with the following direction at the September 10, 2019 Committee meeting:

THAT the Transportation Committee requests staff to bring forward a report outlining the request for creation of contract staff to initiate the Transportation Master Plan process;

AND THAT the Transportation Committee request the staff report to include the proposed Job Descriptions for the Committee’s information;
AND THAT the Transportation Committee acknowledges the intent that the staff report outlining staff resources go directly to Committee of the Whole pending the Transportation Committee’s approval of the subject report, Carried.

In addition, staff brought forward Report CSPW.19.042 “Delivery of 2019 Infrastructure Consulting Assignments” where Council approved and authorized staff to retain an engineering consulting firm to undertake the Transportation Master Plan Environmental Assessment.

The Town last completed a comprehensive Transportation Master Plan in 2010.

D. Analysis

With the benefit of having the Transportation Committee in place since July of 2019, staff is recommending that a Request for Proposal (RFP) be developed and issued to retain the services of an external consulting firm to assist in developing a Transportation Master Plan for the Town. The use of an external consultant was approved by Council after considering Staff Report CSPW.19.042, included as Attachment 1 of this report.

It is the intent that the initial RFP be developed as Phase 1 of the Transportation Master Plan and is to focus its scope of work on the typical Road Network and be reflective on the previous work completed in 2010 as the basis. Additional Phases and RFP will allow for specific scopes of work within the overall plan to be completed by consultants that may have specific areas of expertise outside of the typical traffic and conventional traffic studies. For example, it may be beneficial to have a firm complete the Parking Strategy section based on their area expertise being parking, and firm complete the transit section by a firm that has an expertise in transit.

The Transportation Master Plan is an essential and critically important guide for how we build the Community. The need to provide staff and the Committee with a dedicated staff person and resource is essential. Staff is recommending that a contract Project Coordinator be hired for 24 months to work directly with the successful Consultant(s) and the Committee to complete this project in a timely and effective manner.

As noted in Staff Report CSPW.19.042, the purpose of this Transportation Master Plan is to identify the needs of the Town and the region in all forms of transportation with the projected community buildout, as outlined in the Town’s Official Plan, acting as the basis.

Upon completion, this project will produce a comprehensive Transportation Master Plan with clear actionable and priority goals based on the following time frames;

- Immediate action to 2 years
- 2 years to 5 years
- 6 years to 8 years
- 9 years to 15 years
- 16 years to 25 years
- 26 years and beyond
Based on the philosophy of this project, the Transportation Master Plan will not be considered an Environmental Assessment as noted in Staff Report CSPW.19.042. This report will identify clearly what action items may in fact require the initiation and completion of specific Environmental Assessments.

Staff have initiated the development of a draft Terms of Reference that would outline the RFP. The draft Terms of Reference would be considered by the Committee prior to it being released.

The Transportation Master Plan will include the following focus areas:

- Speed Limit Review
- Highway 26 and Grey County Road Network Connectivity and Strategic Opportunities for Growth and Traffic Flow
- Neighbouring Community and County connectivity
- Gateway Features
- Public Transit Needs and Opportunity Assessment
- Municipal/Public Parking Strategy
- Active Transportation Plan
- Review of Bridge and Culverts
- Creation of Cross Section for Engineering Standards
- Wayfinding Signage

The Project Schedule is outlined as follows:

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter 2020</td>
<td>Development of Phase 1 of the Transportation Master Plan Request for Proposal material</td>
</tr>
<tr>
<td>2nd Quarter 2020</td>
<td>Hiring of Project Coordinator</td>
</tr>
<tr>
<td>2nd Quarter 2020</td>
<td>Initiate Project and consultation with full engagement of the Transportation Committee</td>
</tr>
<tr>
<td>Late 2nd Quarter 2020</td>
<td>Award Project to successful Bidder</td>
</tr>
<tr>
<td>3rd Quarter 2020</td>
<td>Initiate additional phases of the Transportation Master Plan Request for Proposals for specific areas of project scope</td>
</tr>
<tr>
<td>3rd Quarter 2021</td>
<td>Draft Comprehensive Transportation Master Plan to Committee of the Whole</td>
</tr>
<tr>
<td>Early 4th Quarter 2021</td>
<td>Final Transportation Master Plan approved by Council</td>
</tr>
</tbody>
</table>

### E. The Blue Mountains Strategic Plan

**Goal #1:** Create Opportunities for Sustainability  
**Objective #1** Retain Existing Business
Objective #2: Attract New Business
Objective #3: Promote a Diversified Economy
Objective #4: Support Value-Added Agriculture and Culinary Tourism
Objective #5: Improved Visibility and Local Identity

Goal #2: Engage Our Communities & Partners
Objective #1: Improve External Communication with our Constituents
Objective #2: Use Technology to Advance Engagement
Objective #3: Strengthen Partnerships

Goal #3: Support Healthy Lifestyles
Objective #1: Promote the Town as a Healthy Community
Objective #3: Manage Growth and Promote Smart Growth
Objective #4: Commit to Sustainability

Goal #4: Promote a Culture of Organizational & Operational Excellence
Objective #2: Improve Internal Communications Across our Organization
Objective #3: To Consistently Deliver Excellent Customer Service
Objective #4: To Be a Financially Responsible Organization
Objective #5: Constantly Identify Opportunities to Improve Efficiencies and Effectiveness

Goal #5: Ensure Our Infrastructure is Sustainable
Objective #1: Develop a Long-Term Asset Management Plan for the Maintenance, Renewal and Replacement of Existing Infrastructure
Objective #2: Avoid Unexpected Infrastructure Failure and Associated Costs and Liability
Objective #3: Implement Best Practices in Sustainable Infrastructure
Objective #4: Ensure that Infrastructure is Available to Support Development

F. Environmental Impacts

To ensure that the Town is considering the needs for all aspects of transportation and traffic flow through the entire municipality as well as promotion of Active Transportation and the amenities required to support the four season tourism destination while considering the range of community needs and expectations.

G. Financial Impact

The 2019 budget identified $745,000 funding for this project.

The hiring of a 24 month Contract Project Manager to oversee the development of the Transportation Master Plan is expected to cost approximately $178,000

- 2020: $71,300 based on 2019 compensation + $17,800 in Contract Benefits = $89,100
- 2021: $71,300 based on 2019 compensation + $17,800 in Contract Benefits = $89,100

The remaining $567,000 budget will be utilized to complete the Transportation Master Plan Project including the use of external consulting.
H. In consultation with

Sam Dinsmore, Deputy Treasurer/Manager of Budgets and Accounting

I. Public Engagement

The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Shawn Everitt, cao@thebluemountains.ca.

J. Attached

1. CSPW.19.042 “Delivery of 2019 Infrastructure Consulting Assignments”

2. Transportation Master Plan Coordinator Job Description

Respectfully Submitted,

Shawn Everitt
Chief Administrative Officer

For more information, please contact:
Shawn Everitt, Chief Administrative Officer
cao@thebluemountains.ca
519-599-3131 extension 234
A. Recommendations

THAT Council receive Staff Report CSPW.19.042, entitled “Delivery of 2019 Infrastructure Consulting Assignments”; 

AND THAT Council authorize Staff to create and fill up to an 18 month contract staff position to prepare:

1. Roads Depot Expansion Needs Assessment to consider:
   a. Road winter maintenance using either internal and/or contracted snow ploughing equipment and operators;
   b. Extent of sidewalk winter maintenance and whether to use internal and/or contracted snow ploughing equipment and operators;
   c. Space needs for Ravenna Public Works Yard;
   d. Warrants for and space needs for Craigleith and/or other satellite yards including consideration of Community Service’s requirements; and,
   e. Other activities that are relevant to the above;

2. Solid Waste Diversion Improvement Study; and,

AND THAT Council authorize Staff to retain an engineering consulting firm to undertake the:

1. Transportation Master Plan Environmental Assessment;
2. Eastside Water Storage and Distribution Improvements Environmental Assessment; and,

B. Overview

The purpose of this report is to consider the use of internal and/or contracted Staff to deliver several projects specifically identified in the 2019 Town Budget as utilizing external consultants.
C. Background

During the budget deliberations, Council identified the Solid Waste Diversion Improvement Study, Roads Depot Expansion Project and the Transportation and Transit Master Plan Environmental Assessment as requiring additional consideration as to their mode of delivery – internal or external resource or a combination thereof.

The projects are described as:

Roads Depot Expansion Needs Assessment

A future expansion of the Ravenna Public Works Yard is warranted to provide for equipment storage and workspace as the Town grows its transportation network. Consideration is required to understand the extent of the expansion necessary at this location and/or perhaps at other locations in the Town. A Needs Assessment will be completed to review staffing and equipment requirements to maintain existing and future road network at the expected level of service. Some preliminary engineering work will also be completed to refine the scope of work for final design of the expansion.

During the 2019 Budget discussions, Council directed that Staff review winter maintenance of sidewalks within the Craigleith Area. Staff feel that it is appropriate to consider winter maintenance on all sidewalks throughout the Town to determine the limits of such maintenance and whether the service should be provided by internal or contracted resources in the context of determining space and staffing needs particularly in the Craigleith Area.

Specifically, the assignment will consider:

a. Road winter maintenance using either internal and/or contracted snow ploughing equipment and operators;
   b. Extent of sidewalk winter maintenance and whether to use internal and/or contracted snow ploughing equipment and operators;
   c. Space needs for Ravenna Public Works Yard;
   d. Warrants for and space needs for Craigleith and/or other satellite yards including consideration of Community Service’s requirements; and,
   e. Other activities that are relevant to the above.

The 2019 Budget includes $185,900 for project capacity to fund external consulting or internal resources.

Solid Waste Diversion Improvement Study

For solid waste that is received directly at the Town’s Disposal Site, the diversion rate plateaued at 35% and has dropped to 33%. A recent disposal audit by Staff revealed that there are opportunities for more diversion. Additional diversion results in an extension of the landfill life since is sorted better and less waste that can be diverted is placed in the landfill. An investment in greater diversion rates may pay dividends if the capital investment to expand the landfill cell
is delayed. A best practices study will be undertaken to consider means to achieve higher diversion rates at the Disposal Site and elsewhere in the solid waste management system.

The 2019 Budget includes $35,000 for project capacity to fund external consulting or internal resources.

Transportation and Transit Master Plan Environmental Assessment

The purpose of this project is to undertake a Municipal Class Master Plan Environmental Assessment (EA) to determine the Town's transportation needs until buildout of the Official Plan, and address other specific transportation concerns in consultation with the Town’s Transportation Committee. The study will review and build on past studies plus incorporate current growth projections to determine the required transportation network for all users. The study will also consider transit and parking needs along with proposing alternate solutions. Specifically the scope of work of this multi-dimensional project will include, but not necessarily limited to:

i. a review of past studies and Environmental Assessments;
ii. determining road classifications (arterial, collector, local);
iii. identifying deficiencies in current road geometrics;
iv. determining road cross section (rural/urban/ semi-urban) to be used in various areas throughout the Town;
v. considering traffic lights or pedestrian crossing of Hwy 26 within Thornbury;
vi. a review of the Beaver Street / Victoria St / Louisa St intersection;
vii. considering the Clendenan Bridge and approach within the context of the Town’s overall transportation network;
viii. completing a comprehensive speed limit study;
ix. identifying parking needs;
x. considering transit needs, specifically as it relates to the requirements with the Development Charges Act;
xii. identifying works required to improve the transportation network for all users and to support growth; and,
xii. prepare documentation to complete a Master Plan Environmental Assessment.

The 2019 Budget includes $745,000 for project capacity to fund external consulting or internal resources.

Eastside Water Storage and Distribution Improvements Environmental Assessment

This environmental assessment (EA) is a continuation of the Water Distribution Master Plan EA in that additional study is required to mature the preferred design solution for the distribution upgrades and modifications on the east side of the water distribution system. The upgrades may include pumping station upgrades, trunk watermains, additional storage, another supply location and/or purchasing additional from Collingwood.

The 2019 Budget includes $241,500 for project capacity to fund external consulting or internal resources.
Westside Water Storage and Distribution Improvements

This project includes consulting work to refine the solutions identified in the Water Distribution Master Plan EA for the Thornbury and Lora Bay Service Areas including preparing the preliminary design for the preferred solution. Upon the completion of this work, the Town will be in a position to commence final design and construction of the necessary water reservoirs and connection watermains for these service areas.

The 2019 Budget includes $206,900 for project capacity to fund external consulting or internal resources.

Victoria St. S. and Louisa St. W. Reconstruction

This project includes consulting work to undertake the preliminary design for the reconstruction of Victoria Street from Arthur to Alfred and Louisa Street from Bruce to Victoria including road, sidewalk, street light, watermain, sanitary and storm system improvements and renewal. Public engagement will be undertaken to inform the final project scope.

The 2019 Budget includes $148,200 for project capacity to fund external consulting or internal resources. This project has been subject to a grant application and has been considered separately by Council in Staff Report FAF.09.045 to proceed utilizing external consultants, and as such will not be considered further herein.

Other Projects within the 2019 Budget

The above projects are led by the Infrastructure and Public Works Department. Other departmental projects within the 2019 Budget with funding for external consulting or internal resourcing will be considered under separate reports by the respective departments.

D. Analysis

Whether a specific project is best completed by an external consultant or internal resources depends on the following criteria:

a) Are the skills required to complete the project available within the current Staff complement and/or can the skills be reasonably obtained through the hiring of fulltime or contract Staff;

b) Is the completion of the work time sensitive; and/or

c) Is independence offered by a third party important to the project’s success?

When reviewed against the above criteria, Staff feel the Roads Depot Expansion Needs Assessment and the Solid Waste Diversion Improvement Study are good candidates to be completed by internal and contracted resources.

The Transportation and Transit Master Plan Environmental Assessment, the two water projects that result from the Water Distribution Master Plan EA and the road reconstruction project on the other hand are complex, extensive, time sensitive and require a depth and breadth of
Committee of the Whole
CSPW.19.042

specialized skills not readily available in contracted Staff. As well, the studies could be contentious and may be best completed by a third party to ensure an impartial evaluation process.

In addition to the above discussion, Council has also requested that Staff consider developing fulltime internal engineering capacity. The discussion of that initiative is the subject of Staff Report CSPW.19.043. If Council choses to mature a business plan for internal engineering resources, Staff have considered if there is an opportunity for the contract position assigned to the Roads Needs Assessment and the Solid Waste Diversion Improvement Project to also complete the business plan for the internal engineering capacity. Given that the engineering capacity analysis will need to be completed by the end of the summer to be incorporated into the early versions of the 2020 Budget and there is no budget available for this assignment, Staff recommend that the business plan be prepared by the current Staff complement. The ramifications are that several projects may be started later than first anticipated and/or current projects may be delayed based on a priority need basis.

Regarding workspace, the contract person will be located in the Ravenna Works Yard Administration Office, another suitable location within IPW workspaces or perhaps take advantage of work-from-home opportunities. Since this role is expected to mostly work independently of other Staff, their workspace can be flexible.

The new contract position will formally report to the Director of Infrastructure and Public Works.

The main implication of hiring contract staff to complete these projects is the risk that the implementation of the solutions will be delayed. This is most important for the Ravenna Public Works Site. Every year that the site improvements are delayed is another year that equipment stored outside and rental of the administration trailer is incurred. For this reason emphasis will be placed on maturing the plan at the Ravenna Public Works Yard ahead of other tasks in order that the final design of improvements at the Works Yard can advance in 2020 as planned with construction in 2021. Staff feel that the assignment can be completed within 12 months but will recommend that up to 18 months of funding to be allocated in the event the contract position needs to be extended due to unforeseen reasons.

In conclusion, Staff recommend Council authorize Staff to create and fill up to a 18 month contract staff position to prepare a:

1. Public Works Depot Expansion Needs Assessment to consider:
   a. Space and related needs for Ravenna Public Works Yard;
   b. Warrants for and space needs for Craigleith and other satellite yards including consideration of Community Service’s requirements;
   c. Road winter maintenance using internal and/or contracted snow ploughing equipment and operators;
   d. Sidewalk winter maintenance using internal and/or contracted snow ploughing equipment and operators; and,
   e. Other activities that are relevant to the above; and,
2. Solid Waste Diversion Improvement Study.
AND THAT Council authorize Staff to retain an engineering consulting firm to undertake the:

1. Transportation Master Plan Environmental Assessment;
2. Eastside Water Storage and Distribution Improvements Environmental Assessment; and,

E. The Blue Mountains Strategic Plan

Goal #1: Create Opportunities for Sustainability  
Objective #5 Improved Visibility and Local Identity

Goal #4: Promote a Culture of Organizational & Operational Excellence  
Objective #1 To Be an Employer of Choice  
Objective #4 To Be a Financially Responsible Organization  
Objective #5 Constantly Identify Opportunities to Improve Efficiencies and Effectiveness

Goal #5: Ensure Our Infrastructure is Sustainable  
Objective #3 Implement Best Practices in Sustainable Infrastructure  
Objective #4 Ensure that Infrastructure is Available to Support Development

F. Environmental Impacts

Better designed and constructed infrastructure is less prone to failure leading to fewer spills to the natural environment.

G. Financial Impact

Staff have discussed six projects from the 2019 Approved Budget, the chart below looks at the budget amounts that are being discussed:

<table>
<thead>
<tr>
<th>Project</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ravenna Roads Depot Expansion (assessment budget only)</td>
<td>$185,900</td>
</tr>
<tr>
<td>Solid Waste Diversion Improvements Study</td>
<td>$35,000</td>
</tr>
<tr>
<td><strong>Sub-total for internal staff</strong></td>
<td><strong>$220,900</strong></td>
</tr>
<tr>
<td>Transportation and Transit Master Plan</td>
<td>$745,000</td>
</tr>
<tr>
<td>Eastside Water Storage EA</td>
<td>$241,500</td>
</tr>
<tr>
<td>Westside Water Storage (preliminary engineering only)</td>
<td>$209,900</td>
</tr>
<tr>
<td><strong>Sub-total for external consulting</strong></td>
<td><strong>$1,196,400</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,417,300</strong></td>
</tr>
</tbody>
</table>
For the purposes of comparison, Staff are using the $220,900 that was included in the 2019 Approved Budget for the following discussion.

Staff have compiled the cost to have an internal 18 month contract who would be responsible for the two projects. An additional $10,000 has been included for specialized technical assistance such as preparing drawings for the Road’s depot site plan and building.

<table>
<thead>
<tr>
<th>Expenditure</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Benefits (18 months)</td>
<td>$142,875</td>
</tr>
<tr>
<td>IT Software/Hardware</td>
<td>$6,000</td>
</tr>
<tr>
<td>Other Employee Costs (membership, mileage, conference etc.)</td>
<td>$6,000</td>
</tr>
<tr>
<td>Office Equipment</td>
<td>$5,000</td>
</tr>
<tr>
<td>Specialized Technical Assistance</td>
<td>$10,000</td>
</tr>
<tr>
<td><strong>Total Cost of 18 month contract</strong></td>
<td><strong>$169,875</strong></td>
</tr>
<tr>
<td><strong>Cost as per 2019 Approved Budget</strong></td>
<td><strong>$220,900</strong></td>
</tr>
<tr>
<td><strong>Total Potential Savings</strong></td>
<td><strong>$51,025</strong></td>
</tr>
</tbody>
</table>

The $51,025 in potential savings will be seen by the Solid Waste Asset Replacement Reserve fund which is funding the Solid Waste Diversion Improvements Study ($8,165), and Long-Term Debt ($10,715) and the Public Works Development Charges ($32,145) which are funding the Roads Depot Expansion.

**H. In Consultation With**

Senior Management Team

Sam Dinsmore, Deputy Treasurer / Manager of Accounting and Budgets

**I. Public Engagement**

The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. Comments regarding this report should be submitted to Reg Russwurm, directoripw@thebluemountains.ca.
J. Attached

None

Respectfully submitted,

__________________________
Reg Russwurm
Reg Russwurm, MBA, P.Eng
Director of Infrastructure and Public Works

For more information, please contact:
Reg Russwurm
directoripw@thebluemountains.ca
519-599-3131 extension 260
Job Description
Transportation Master Plan Coordinator

Department: Operations
Reports To: Director of Operations
Date Approved: 
Job Grade: Grade 8

Position Summary
The priority of this 24-month contract position will be to liaise between a range of external third party consultants, town staff and the Transportation Master Plan Committee and also provide research and prepare background reports and business plans required to support the overall comprehensive Transportation Master Plan.

Key Duties and Responsibilities

- Provide coordination in the preparation of a comprehensive Transportation Master Plan by maintaining a strong relationship and communications between third party consultants, town staff and the Transportation Master Plan Committee and ensuring the following scope of work is completed:
  - Review of the existing road network and development of a long-term strategic plan of the overall needs including:
    - Review of speed limits on existing roads and future roads proposed through development and provide recommendations;
    - Review road connectivity between Grey and Simcoe County, Ministry of Transportation and neighbouring municipalities and provide recommendations;
    - Review of the full inventory of bridges and culverts and development of specific recommendations based on best practice and specific area needs for each;
    - Review of active transportation connectivity through the inventorying and mapping of existing sidewalk and trail network and future construction of sidewalks and trails proposed through development and provide recommendations;
    - Review of a full range of Public Transit options and opportunities;
    - Completion of an overall review of the Towns existing public parking inventory including all public lands, reporting to include options relating to potential areas of interest to enhance parking opportunities and paid parking strategy;
Review and implementation of the 2019/2020 report detailing the findings of sidewalk winter maintenance options and recommendations to use internal and/or contracted snow ploughing equipment and operators;

Review and implementation of 2019/2020 review of space needs requirements at the Ravenna Public Works Yard in Ravenna and potential siting of a new municipal Operations facility;

Review and development of wayfinding signage standards and gateway feature design options; and,

Other activities that are relevant to the above;

For each assignment:

Coordinate and assist in interviewing relevant Town Staff to understand project scope;

Prepare project and deliverables schedule;

Coordinate and lead regular project team meetings;

Prepare interim status reports to the Senior Management Team and Transportation Committee,

Undertake background research and divisional discussions to determine key requirements;

Assist external consultants in identifying and recommending best practices options;

Lead the consultation process with external consultants with the preparation and reporting on developing a wide range of options and alternative approaches;

Lead the consultation process with external consultants to develop cost / benefit analysis on life-cycle basis;

Lead the consultation process with external Prepare a compressive business plan and arguments leading to a logical and substantiated conclusion;

Lead all presentations along with the external consultants that detail the findings and recommendations of the project team(s) to the Transportation Committee, Senior Management Team and Town Council;

Other tasks as assigned by the Senior Management Team that may be requested by the Transportation Committee and endorsed by Town Council.

Maintain thorough working knowledge of the Town’s Policies, including Safety Manual, and applicable provincial Legislation.

Promotes a high standard of customer service to the public as well as to all internal customers.

Personally comply with all health and safety practices as it relates to the work, standard operating guidelines and the Occupational Health and Safety Act.

Performs other duties as required.
Job Details

Hours of Work: 35 Hour standard work week Monday to Friday from 8:30 a.m. – 4:30 p.m. with a 1 hour lunch break. Occasionally required to attend meetings after hours or weekends for public consultation sessions.

Direct Reports: 0

Overtime: Applicable

Driver’s License Required: Yes Class: G

Education and Experience:

- Community College graduate of a 3-year program of civil engineering design of municipal infrastructure or equivalent.
- Minimum 5 years of relevant experience with substantial experience in the public sector.
- Demonstrated experience in Project Management working with third party consultants.
- Demonstrated ability to research, organize and prepare information into well written reports and a business plan.
- Be able to work independently and self-directed to achieve assignment goals.
- Excellent verbal, written and presentation skills, relationship building and engagement skills
- Ability to work well under pressure and meet deadlines
- Highly developed planning and organizational skills.
- Well-developed time management and multi-tasking skills.
- Thorough working knowledge of Microsoft Windows and Office applications and office equipment.
- Valid Class ‘G’ Driver’s license in good standing and reliable vehicle to use on corporate business.
- Fluency in creating accessible documents to meet the Town’s legal obligations under the Information and Communications component of the Integrated Accessibility Standard Regulation.