
HALDIMAND COUNTY

Report PED-PD-37-2018 Contract Extension of the Mapping and Graphics Technologist



For Consideration by Council in Committee on October 30, 2018

OBJECTIVE:

To obtain Council support to extend an existing contract of a Mapping and Graphics Technologist in the Planning and Development Division for a period of 6 months (January to June 2019) to provide the resources required to complete the mapping component of the County's Zoning By-law project.

RECOMMENDATIONS:

1. THAT Report PED-PD-37-2018 Contract Extension of the Mapping and Graphics Technologist, be received;
2. AND THAT the current contract of the Mapping and Graphics Technologist be extended until June 30, 2019;
3. AND THAT the costs associated with the extension be approved and incorporated into the 2019 Tax Supported Operating Budget as a one-time Council Approved Initiative.

Respectfully submitted: Mike Evers, MCIP, RPP, Manager of Planning and Development

Approved: Donald G. Boyle, Chief Administrative Officer

EXECUTIVE SUMMARY:

The County's Planning and Development Division is currently developing a comprehensive zoning by-law. A fundamental component of the project is the completion of new GIS-enabled mapping. A contracted Mapping and Graphics Technologist has been retained to assist in this work, but an extension to the current contract is required to ensure the project can be completed. The extension is proposed for 6 months, to run until June 30, 2019.

BACKGROUND:

As part of the 2017 Tax Supported Operating Budget, Council approved a 1 year contract for a Mapping and Graphics Technologist (MGT) and a further 4 month extension was approved within the 2018 Tax Supported Operating Budget. The purpose of the contract was to provide the necessary staff resources to off-set the day to day work demands of the existing permanent full time MGT which would allow for the mapping component of the County's new comprehensive zoning by-law to be completed. In 2018, the contract was extended to the end of December 2018 to allow for the project to advance to completion. Since the hiring of the contract MGT a significant amount of work has been completed in relation to the mapping for the new zoning by-law (over 50% of the whole project). Upon evaluation of the zoning project, it was determined there remains a significant amount of work that is anticipated to extend the contract for another 6 months to June 2019. The purpose of this report is to request Council's approval of the extension.

ANALYSIS:

Staff are currently working on the new County comprehensive zoning by-law. A fundamental component of the project is the mapping which identifies the various zones and applies them to properties. This portion of the project continues to move along in a positive fashion and is now over 50% complete (note: the text portion of the project—i.e. definitions, general provisions, zone provisions—is approximately 85% complete). Some of the core work completed to date includes the following:

- Migration of current paper-based maps to GIS—this includes detailed reviews, corrections, and necessary property/zone adjustments pertaining to all of the existing mapping schedules in the County's three (3) current by-laws (note: majority of Nanticoke and Haldimand completed, Dunnville yet to be initiated);
- Zoning data quality checks—this consists of the checks and corrections of digital data as it has been converted to GIS form. This work is on-going in concert with the migration of mapping noted in the bullet above;
- Design for new mapping—this includes new zoning grid, creating new symbology and page (map) layout and custom labelling systems. This work sets all of the foundations for how the new GIS-enabled and paper copy mapping will look and function.

Work continues on the above tasks and once it is completed a series of other tasks will need to be initiated, including: the transition of all the data to Cityview and the subsequent review of all zoning maps in Cityview to address any data or label errors (which routinely happens as a result of the conversion process). All of the on-going and remaining tasks are very labour intensive and involve a very focused review process. The amount of detailed review work required influences the pace of the work—i.e. it is not work that can be rushed, scoped or otherwise. Staff have developed a detailed project plan that sets out the time requirements relating to the outstanding work tasks. This detailed estimation concludes that the work program can be completed by June 2019 with the retention of the contract MGT. Based on this, and to ensure continuity and continued momentum on the mapping component, staff are requesting the current MGT contract be extended for 6 months, to the end of June 2019. The incumbent in the position would remain on and all resources currently in place (computer, desk, etc.) would remain sufficient. The financial impact would relate solely to the salary/benefit requirements which are detailed in the section below.

FINANCIAL/LEGAL IMPLICATIONS:

The financial impact of the 6 month extension will need to be reflected in the 2019 operating budget. As noted in the Analysis section, the impact relates solely to salary/benefits. The details are as follows (note: listed as approximate based on 2018 salary/benefits at job rate):

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|-----------------------------|-----------|
| • Part-time Salaries/Wages: | \$ 27,100 |
| • Part-time Stat Benefits: | \$ 2,300 |
| • Part-time WSIB Premiums: | \$ 200 |
| Total: | \$ 29,600 |

Should Council approve this initiative it will be reflected in the 2019 Tax Supported Operating Budget as a one-time Council approved initiative.

STAKEHOLDER IMPACTS:

Human Resources has consulted with CUPE Local 4700 ('Union') regarding this proposed extension. The Union has indicated its support of the extension to June 30, 2019.

REPORT IMPACTS:

Agreement: No

By-law: No

Budget Amendment: No

Policy: No

ATTACHMENTS:

Not applicable.