



Subject: 2025 Finance Temporary Part-time Position Request

Report Number: FIN 24-01 Budget

Department: Finance Department

Submitted by: Renato Pullia, Director of Finance / Treasurer

Meeting Type: Council Budget Meeting

Meeting Date: Monday, November 18, 2024

RECOMMENDATION

THAT report titled “FIN 24-01 Budget 2025 Finance Temporary Part-time Position Request” be received as information; and

THAT the request for a Part-time three-year position with a 2025 cost of \$60,000, to be funded from a new Employment Reserve with funds from the Finance Dept 2024 labour surplus, be approved; and

THAT the Treasurer be authorized to create an Employment Reserve and transfer into it the 2024 Town-wide labour surplus.

BACKGROUND

In 2024, Finance had position vacancies that will result in a sizable labour surplus, estimated at approx. \$250K. We would like to take that departmental labour surplus and transfer it to an Employment Reserve to fund a part-time position for three years to assist with augmenting staff’s skillset, assist in implementing a number of system improvements, and assist in modernizing processes to increase the organization’s effectiveness.

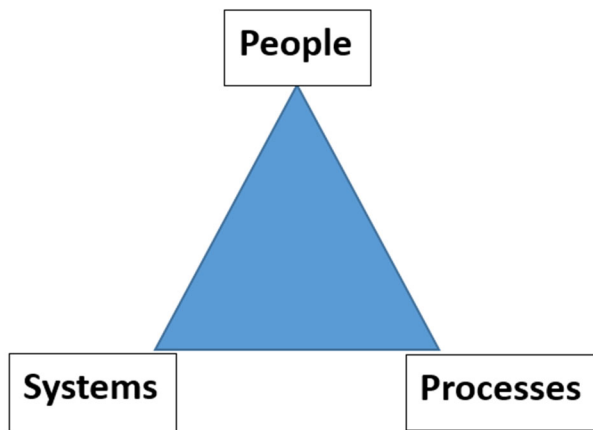
DISCUSSION

As reported earlier this year, 2024 saw the Finance department work through the finalization of the development charges background study and new by-law, the adoption of the 2024 asset management plan, and worked through compliance with three new accounting standards for the 2023 financial statements, along with the addition of new auditing standards. On top of day-to-day functions, one of these items on their own would have been an undertaking. But the combination of all of these items had a substantive impact in the level of work required, throughout which had position vacancies while the Director position was filled on an interim basis.

The result is a labour surplus, but also a delay in a number of goals that are described in the 2025 Finance Business Plan, which are required to ensure the Town can progress in its continuous improvement journey.

As well, recently we've been notified that our financial system will no longer be supported as of 2031. While that sounds far away, it takes years and a lot of resources to research a proper replacement for what is a critical, central business system in the organization.

Further, the Finance department serves as the backbone of the organization, with responsibilities spanning taxation, budgeting, financial reporting, long-range planning, financial analysis, investments, grants management, risk mitigation, internal auditing, asset management, debt management, purchasing, accounts payables, accounts receivables, and job costing, all while ensuring system and process improvements. In light of the anticipated growth and the consequent expansion of our organizational footprint, it is important to bolster our financial capabilities to meet these evolving demands.



This means looking at the People, Systems and Processes triangle – that is, enhancing the Town's processes, modernizing its systems, and supporting the enhancement of staff's skillset – viewed holistically to ensure people can succeed in their role, and in turn the organization can succeed.

The part-time support, funded from the 2024 labour surplus from position vacancies, will assist with defining standard operating procedures, assist new staff as they ramp up in their role, assist with new systems implementations and training, assist with process reviews and streamlining, and support staff through various transitions.

CONSULTATION

CAO, Finance Staff

FINANCIAL IMPACT/FUNDING SOURCE

No levy impact. Three-year cost of approx. \$60K per year plus annual inflation to be fully funded from 2024 labour surplus in the Finance department.

As the overall Town-wide labour surplus is also sizable at ~ \$1M, it is recommended to create an Employment Reserve and transfer into it the 2024 Town-wide labour surplus,

that could be used to phase-in other FTE increases, or other employment-related initiatives.

CORPORATE GOALS

How does this report support the corporate goals identified in the Community Strategic Plan?

- Lifestyle and amenities
- Customer service, communication and engagement
- Business attraction, retention and expansion
- Community growth
- Connectivity and transportation
- Not Applicable

Does this report relate to a specific strategic direction or project identified in the Community Strategic Plan? Please indicate section number and/or any priority projects identified in the plan.

Goal – The Town of Tillsonburg will strive for excellence and accountability in government, providing effective and efficient services, information, and opportunities to shape municipal initiatives.

Strategic Direction – N/A

Priority Project – N/A

ATTACHMENTS

Appendix A – N/A