

Recommendation:

That the Treasurer-2023-11 report, dated May 16, 2023, regarding Finance Staffing Update be received and that Council approve the hiring of a Junior Financial Analyst in advance of the upcoming retirement and the costs of the overlap of the staff be funded from the Working Reserve.

Overview:

In February 2023, the current Deputy Treasurer – Tax Clerk, provided her six months notice of retirement to be effective September 29, 2023 with all of September being used as vacation. This report is to outline the costs associated with the retirement and request the ability to hire replacement prior to the retirement date to allow for training and effective transition.

1. Costs related to retirement:

Section 4 (c) of the Compensation Agreement, By-Law No. 2022-45, states:

A permanent employee who is retiring to an OMERS pension and who provides a minimum of six (6) months written notice to their supervisor of his/her pending retirement is entitled:

- to take their full annual vacation entitlement as of the date of notification of the retirement and;

- will also be provided with a monetary retirement benefit equal to his/her full annual vacation entitlement as of the date of notification of the retirement. The monetary retirement benefit will be paid at the end of the six (6) months' notice.

The intent of this clause is twofold, first, this entitlement provides financial recognition of the employee's service to the Township and secondly it allows the Township to plan accordingly and ensure the replacement is hired in time to allow for a successful transition to the new employee.

The cost of this retirement benefit is approximately \$10,000.

2. Costs related to overlap of staff:

The current Deputy Treasurer – Accounts Payable/Payroll Clerk, has accepted the opportunity to move to the Tax Clerk role. This is advantageous to the Department as training has been ongoing for the past few months and tasks that only occur annually have been covered in training. As well, the staff member already possesses knowledge of the system and some of the processes.

Whenever there is a vacancy created in the Department, it is an opportunity to review the roles and responsibilities of each position. Therefore, the vacant position will be amended to be a Junior Financial Analyst. This position will have a capital focus and will see capital projects from the beginning to end by assisting with the budget, grant monitoring/applications/reporting, co-ordinating procurement, budget monitoring, tangible capital asset accounting and finally planning for the replacement through asset management.

It is being proposed to advertise for this position immediately after approval from Council as the typical recruitment process takes 6-8 weeks which means the new employee would begin working in early July. This would mean that there will be three months of additional costs due to overlap but due to vacations there will only be two months of overlap in the office.

As Council is aware, the Finance Department has been trying to catch-up on financial reporting for the past couple of years and we are now gaining momentum and hiring the Junior Financial Analyst in July will allow us to continue that momentum. Advertising the vacancy in May might also attract any recent graduates who are looking for work.

It is estimated that hiring the Junior Analyst in July will cost \$20,000

Conclusion:

The costs related to the monetary retirement benefit and hiring the replacement employee in July will total approximately \$30,000. These costs are proposed to be funded through the Working Fund Reserve. These costs are part of the cycle of employment and the Township was lucky to have this staff members for the past 34 years.

Financial Impact:

Costs related to retirement:	\$10,000
Costs related to overlap of staff:	<u>\$20,000</u>
Total:	\$30,000

These additional costs are proposed to be funded through the Working Fund Reserve.

Strategic Plan Applicability: To ensure and enable an effective and efficient municipal administration.

Report Approval Details

Document Title:	Finance Staffing Update.docx
Attachments:	
Final Approval Date:	May 9, 2023

This report and all of its attachments were approved and signed as outlined below:

Martina Chait-Hartwig

Elana Arthurs