



Committee Report

To:	Warden Hicks and Members of Grey County Council
Committee Date:	April 22, 2021
Subject / Report No:	CAOR-CW-06-21
Title:	Appointment of Treasurer and Finance Department Restructuring
Prepared by:	Kim Wingrove, CAO
Reviewed by:	
Lower Tier(s) Affected:	
Status:	Adopted as presented by Committee of the Whole through Resolution CW81-21; Endorsed by County Council CC40-21

Recommendation

1. **That Report CAOR-CW-06-21 be received; and**
2. **That the unbudgeted 2021 costs to related to the restructuring of the finance department for staffing, furniture and equipment, not to exceed \$40,600 be funded from any year end departmental surplus and if insufficient surplus exists, be funded from the One-Time Funding Reserve and**
3. **That Mary Lou Spicer be appointed as the County Treasurer and a bylaw be brought forward to confirm the appointment; and**
4. **That staff be authorized to begin the recruitment processes outlined in Report CAOR-CW-06-21 ahead of Council approval in accordance with Section 25.6 (b) of the County's Procedural By-law.**

Executive Summary

Grey County Treasurer Kevin Wepler is retiring on April 30, 2021. Deputy Treasurer Mary Lou Spicer was the successful candidate in the recent competition, and it is recommended she be appointed to the Treasurer position. In response to the organizational review recommendations, further reorganization of the department and the recruitment of two new financial analysts and a manager of revenue position will be undertaken.

Background and Discussion

Due to the pending retirement of the county's long-serving Treasurer, a competition was held to fill the vacancy. Deputy Treasurer Mary Lou Spicer was the successful candidate and it is recommended that she be appointed to the position.

Given the internal promotion and the vacancy this creates within the department, a further reorganization and recruitment of additional resources is necessary to ensure the continued effective operation of the Finance Department.

These organizational changes have been designed in response to the findings of the operational review conducted in 2020. Report CAOR-CW-18-20 outlined recommendations for process improvements and the introduction of new software to enhance operational effectiveness. It also recommended changes to the finance team structure in support of the following:

1. Building consistent levels of financial competence across departments
2. Improving workload balance
3. Implementing succession planning and cross training programs
4. Modernizing the performance evaluation program

The [proposed organizational model](#) assigns a business finance lead for each department. All of the finance leads report to a newly created manager of business and accounting. The manager will be responsible for fostering a culture of continuous improvement, teamwork and service excellence that will provide for consistency, streamlining, cross training and backup among the staff. This change will benefit other County departments by providing them with access to a dedicated lead who understands their business and works alongside them to bring a financial perspective to decision making. The leads will ensure that their departments get the training and support they need in all aspects of financial planning and reporting.

The Manager, Revenue position will be responsible for working with the Treasurers of the member municipalities on evaluating, developing and implementing tax policies for Council consideration. This position will also be responsible for development charges, investment analysis and taking the lead on revenue related programs i.e. gas tax, as well as the assessing grant and other funding opportunities that would benefit the county.

Long term care financial operations are complex, and the redevelopment projects and behavioural support transition unit are emerging, additional areas of responsibility. Managing these effectively requires dedicated focus and it is recommended that the Deputy Director of Finance position and a financial analyst be dedicated to long-term care. These positions will work closely with the homes' Executive Directors and Office Coordinators to strengthen controllership of revenue and expenses.

Legal and Legislated Requirements

The Treasurer is one of two statutory positions every municipality is required to have as per S.286 of the Municipal Act, 2001.

Financial and Resource Implications

This report recommends recruitment of three new positions, one manager and two financial analysts. Salary and benefits for a full year are estimated at \$343,700. For 2021, given staggered starts and offsets due to vacancies, the in-year impact for salary and benefits is estimated to be \$7,100. Computers, furniture and equipment are estimated at a further \$33,500. Staff recommends that the \$40,600 required for this restructuring be funded from any year-end departmental surplus or if insufficient surplus exists, from the One-Time Funding Reserve.

Relevant Consultation

Internal Kevin Wepler, Jennifer Moreau

Appendices and Attachments

[Proposed organizational chart](#)



Finance Department

