



2022 Operating Budget New Staffing Requests

Department	Position Name	Type	Start Date	Costs	2022 Budget Impact	2023 Budget Impact Annualization
Clerks	Communications & Tourism Coordinator	Full Time Contract	01-Apr to 31-Mar	Wages/Benefits	\$43,200	\$14,400
				Operating costs	\$1,500	\$750
					<u>\$44,700</u>	<u>\$15,150</u>
Treasury	Financial Analyst	Full Time	01-May	Wages/Benefits	\$58,900	\$34,300
				Operating costs	\$1,900	\$900
		<u>\$60,800</u>	<u>\$35,200</u>			
	Treasurer - overlap	Temporary	01-Apr to 30-Jun	Wages/Benefits	<u>\$41,900</u>	<u>(\$41,900)</u>
	Tax and Accounting Clerk <small>*offset by 2021 Contract Budget</small>	Full Time	01-Jul	Wages/Benefits	\$36,000	\$4,200 *
			Operating costs	\$1,500	\$0	
				<u>\$37,500</u>	<u>\$4,200</u>	
	Manager, Information Technology	Full Time	01-Sep	Wages/Benefits	\$34,500	\$72,900
				Operating costs	\$1,500	\$0
					<u>\$36,000</u>	<u>\$72,900</u>
Public Works	Mechanic	Full Time	01-Jul	Wages/Benefits	\$39,200	\$40,400
				Operating costs	\$14,000	(\$7,500)
				Cost Savings	(\$45,000)	(\$45,000)
					<u>\$8,200</u>	<u>(\$12,100)</u>
					<u>\$229,100</u>	<u>\$73,450</u>



2022 Staffing Request Communications & Tourism Coordinator

Department: Clerks

Position Type: New Full Time Contract, Non Union

Job Description:

Responsible for internal and external communications within all departments of the organization.

Leads various communication activities by developing and delivering high-quality and timely information to both internal and external stakeholders.

Develop strategic communications plans, graphic designs, branding guidelines, oversight and maintenance of all Township social media.

Create and distribute content, including media releases, website and social media, and other promotional material.

Provide key communications support relating to Brock Not-for Profit Organizations & Brock Tourism. Managing the Brock Tourism website in collaboration with the Region of Durham and Central Counties Tourism.

Rationale:

Providing high quality and timely content for media releases and website and social media.

Opportunity for in-house graphic designs to assist with branding and social media.

Focus on Brock Tourism and Brock Not-for-Profit events and website events.

Options for expanding the role to include special event planning for Mayor and Council, speech writing, presentation design, etc.



2022 Staffing Request Financial Analyst

Department: Treasury

Position Type: New Full Time Permanent, Non Union

Job Description:

The Financial Analyst will play a central role in supporting all departments with budget and long range forecasts preparation, business case proposals, and monthly financial reviews. The Analyst will also fulfill other financial and accounting functions such as cash flow forecasting, investment analysis, preparation fo year end working papers and financial statements. There are many monthly reconciliations to be maintained including capital reconciliations, reserve and reserve funds, deferred revenues and balance sheet accounts such as bank accounts and accounts payable. The Financial Analyst will also be responsible to montior and manage grant programs, including the completion of applications and required report to both the government and Council. This position will also be the part of the Township's Asset Management Team.

Rationale:

In recent years there have been a number of changes for municipalities in the area of Treasury, particularly the accounting area, such as Tangible Capital Assets, Asset Management, significant changes in the Development Charges Act, and associated reporting. The organization has relied on 1 position to provide all accounting and financial services - the Treasurer. The risks associated with that have been experienced in 2021 with the departure of the long time incumbent. Amongst the risks are lack of business continuity, delayed reporting - both corporately and externally, and lack of information and analysis available to Council for decision making. The Treasury staff have rallied and taken on many new responsibilities to maintain the high standards of service the department is known for. There is an immediate need for a trained accounting professional to continue the modernization of the Treasury department and to meet the needs of staff, Council and residents.



2022 Staffing Request
Director of Finance/Treasurer - Overlap

Department: Treasury

Job Description:

Request for the overlap of the New Treasurer with the Interim Treasurer. The Interim Treasurer's contract ends on June 30, 2022. This funding would provide for a 3 month (April to June) overlap at a key time in Treasury. The overlap could coincide with a number of activities: Financial Statements, Financial Information Return, recruitment of new Financial Analyst and Tax Clerk, and be prepared to start the 2023 budget process and participate in the Council Orientation.

Rationale:

There are various initiatives that are being undertaken in, or with, Treasury for 2022. This includes Procurement Training, Asset Management legislative requirements, modernizing payroll, E-permitting, IT Strategy, and update and training on financial system, to name a few. Having the appropriate continuity in this position will be the key to success of the initiatives as well as the ongoing business of the department.



2022 Staffing Request Tax and Accounting Clerk

Department: Treasury

Position Type: New Full Time Permanent, Conversion from Contract, Non Union

Job Description: This position provides key support to the Property Tax Collector including responding to resident's property tax enquiries, receiving and processing tax payments, assist with the maintenance of the property tax database, including preparation of Tax Certificates, ownership changes and managing pre-authorized payments. Also, the Clerk will provide the Property Tax Collector with various reports including Tax Bills, Listings, and Arrears Statements, assisting with the mailing and/or distribution of same. The Tax and Accounting Clerk also maintains the addition / deletions for mortgage companies, working closely with lawyers and financial institutions. Responsible for the Senior Rebate Application database and processes receipts for completed applications. This position also has cash handling and accounts receivable duties and serves as back up to other Treasury positions.

Rationale: The billing and collection of Property Taxes is the backbone to every municipality. Currently the necessary required specialized training for Property Taxes is only with the Property Tax Collector. This position would be expected to undertake the specialized training to support the Township now and in the future. There is serious risk exposure to the organization when key functions are not properly supported by specialized municipal trained staff.



**2022 Staffing Request
Manager, Information Technology**

Department: Treasury

Position Type: New Full Time Permanent, Non Union

Job Description: The recently completed IT strategy recommends the hiring of dedicated IT expertise in the position of Manager, Information Technology. The Township has, in the last few years, advanced the use of technology and continue to do so, while depending on the Region of Durham and part time resources to support IT. This position will be responsible for the ongoing care and maintenance of all technology including, but not limited to, cyber security, software and hardware upgrades, integration of systems, and documentation of processes and procedures.

Rationale: The Township continues to receive grants for technology improvements. This position will manage the projects and required reporting. Having on site IT support will provide efficient problem solving and improve service delivery to residents. Appropriate management of the technology and integration amongst software and departments will result in efficiencies and savings in staff time.



2022 Staffing Request Mechanic

Department: Public Works and Operations

Position Type: New Full Time Permanent, Union

Job Description:

Maintenance of Brock fleet. Repairs including preventative maintenance. Examples include oil changes, engine repairs, brakes, small engine repairs, tools. Also to be utilized for departmental vehicles in By-Law, Fire and Facilities equipment such as Zambonis. To develop a preventative program for servicing all the fleet. The mechanic will also be responsible for the inventory of mechanical tools. To catalogue all tools and create security for the complete inventory.

Rationale:

Mechanic position to be unionized. If needed outside of mechanics, unionized worker could also drive, operate or labour for the corporation. At the moment Brock utilizes many outside sources for maintenance and repairs of vehicles and equipment. Annual invoices from the various vendors is in excess of \$200,000. Understanding that 50-60% is in parts, we can easily expect \$80-\$100,000 in labour savings. Another important savings will be less down time for any broken equipment and eliminating the time for two staff to deliver and pick up serviced equipment. The potential for road side service where possible would save on towing or roadside maintenance. With an in-house mechanic, we will maintain a higher level of service with less equipment down time. Beaverton Patrol Yard (BPY) is now better prepared to house a mechanic with the expanded space from the addition. In recent years the staff has had a significant change in personnel and there are less mechanically inclined staff on board. Additional costs will include the need for a lift (\$7,500 - \$9,000) and also some specialty tools for a mechanic. BPY has a decent inventory for tools but maybe missing a few specialty tools for a mechanic.