

MEMORANDUM

To: Council

Cc: Senior Management Team

From: Finance Department

Date: November 15, 2024

Subject: 2025 Budget Submission Addendum Package #2

Please see the attached items provided for your information to support the 2025 Business Plan and Budget submission.

| Item | Page # | Addition/ Replace | Comments |
|---|---------------------------|----------------------|--|
| Budget Summary | Page 12 | Replace | Revised summary to reflect the correct election reserve contribution amount. |
| NS-005 People and Belonging Associate | New Staffing Page 7 | Replace | Remove reference to future population numbers. |
| Comparison of Tax Levy Increases to Inflation | Add. 2 Item 1 Page 1-3 | Addition | Additional graphical information to show the historical and proposed tax levy increases compared to the rate of inflation. |
| Finance Department Summary | Page 47 | Replace | Revised org chart to reflect the correct number of positions in each branch |

Printed copies of the information will be left on your desk at the Civic Centre for pickup on Monday November 18, 2024.

If you have any questions, please let me know.

Thanks,

Warren Marshall
General Manager, Finance / Treasurer

BUDGET SUMMARY (continued)

To support the anticipated cost of the 2026 election, including support staff, the net annual contribution to the election reserve is \$200,000 per year (an increase of approximately \$83,000).

Draws from reserve will increase by approximately \$1.7 million. To support the 2025 operations of the HALP, approximately \$1.4 million has been drawn from the reserve. The balance of the increase results from the one-time use of reserves to fund contract and pilot positions.

The net budget of \$2.8 million reflects the new tax levy requirement to fund above noted expenditures.

The tax supported budget for the Town is shown in the tables on the following pages. The details for each department supporting the tables below are included in the balance of this section.

2025 New Staffing Requests

NS-005

Position Title: **People and Belonging Associate**

of Positions: **1**

Department: **CS - People and Belonging**

Category: **Growth Pressures**

Link to Strategic Plan: ☐ Quality Programs and Services ☐ Responsible Growth ☐ Environmental Stewardship ☐ Build Complete Communities ☒ Culture of Municipal Excellence

OVERVIEW/DESCRIPTION

The People and Belonging Associate provides support to the People and Belonging branch as it relates to recruitment, compensation and benefits, employee and labour relations, health and safety, records management and other related human resources functions. Specific responsibilities include:

- Assist with full-cycle recruitment including recruitment advertising, application tracking, interview preparation and scheduling, reference verifications and applicant responses
- Prepare onboarding paperwork and packages and inform all parties of new hires
- Schedule and coordinate new hire orientation
- Assist with the coordination of performance appraisals and merit increases
- Research recruitment initiatives and programs
- Assist with health, safety and wellness initiatives
- Respond to general People and Belonging inquiries
- Provide general Human Resources administrative support
- Support Equity, Diversity and Inclusion initiatives
- Assist with town-wide People and Belonging projects and initiatives
- Maintain and track People and Belonging metrics and prepare reports

DETAILS OF REQUEST

The Town's population is growing. This growth ultimately leads to an increase in employee numbers. People and Belonging hired a contract P&B Associate in August 2023 to assist with the resultant increased demand on P&B resources, it is expected that this requirement will continue as growth increases. In recruitment alone there has been a 37% increase in recruitment activity from 2023 Q2 to 2024 Q2.

OPTIONS ANALYSIS

The alternative to adding this resource is to place these responsibilities with other staff within People & Belonging where workloads are already excessive. If this resource is not added this could lead to increased timelines resulting in reduced attraction and retention of employees. It could also could lead to reduced service levels and legislative requirements not being met.

As this position will support both the HALP and regular Town operations, this position will be funded 50/50 from the HALP reserve and tax levy.

COST AND BENEFIT ANALYSIS

Operating Costs

Full Year

| | | |
|------------------------|----|-----------|
| Hours Per Week | 35 | |
| Proposed Salary Band | 5 | 75,070.00 |
| Estimated Benefit Cost | | 25,230.65 |

| | | |
|-------------------------------------|-----------|----------------|
| Professional Development | \$ | 1,000 |
| Memberships | \$ | - |
| Uniforms | \$ | - |
| Mileage | \$ | - |
| IT Software Licensing - Annual Cost | \$ | 1,600 |
| Total Operating Cost | \$ | 102,901 |

Capital Costs

| | |
|--------------------------------|-------------------|
| Technology Hardware Costs | |
| New Workstation Setup | |
| Total Capital Cost | \$ - |
| Total Current Year Cost | \$ 102,901 |

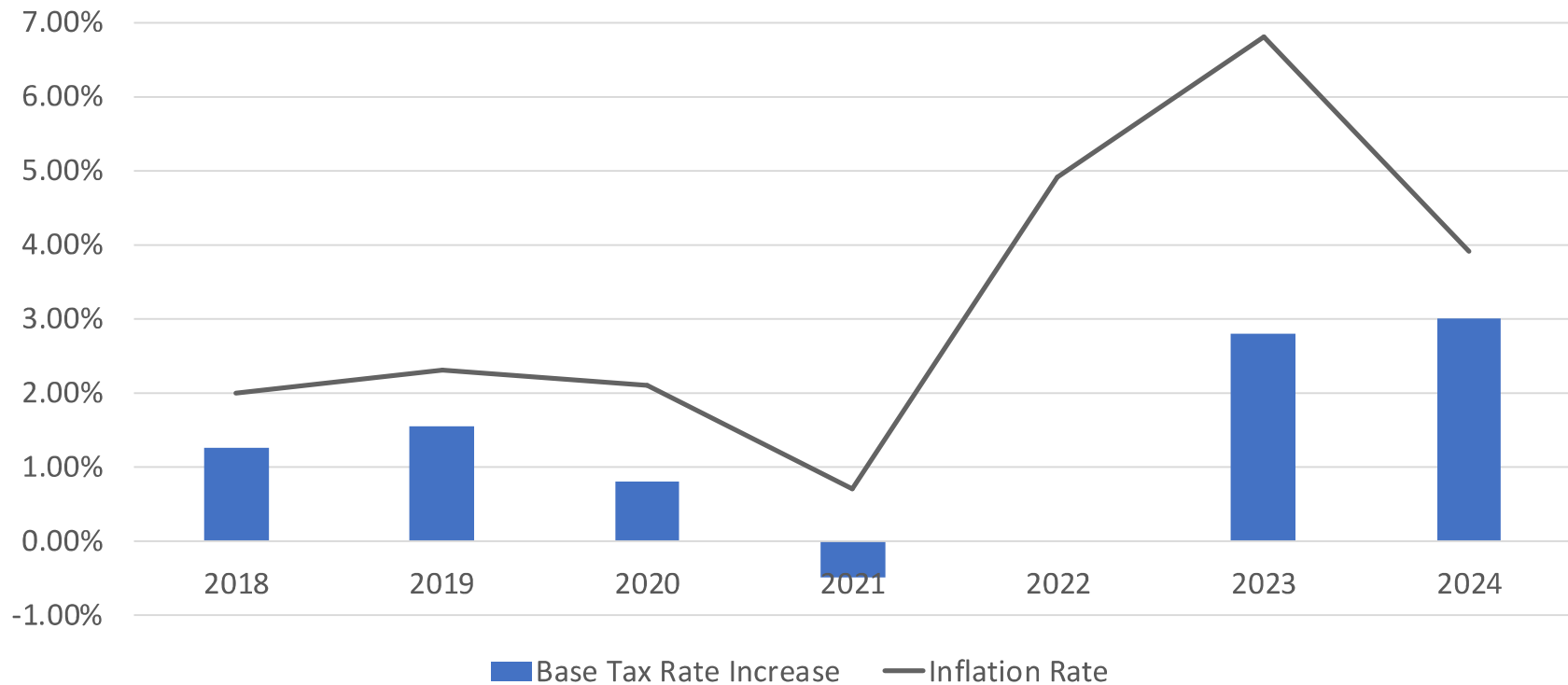
Funding Source

Existing Funding - HALP Reserve **\$ 51,450**

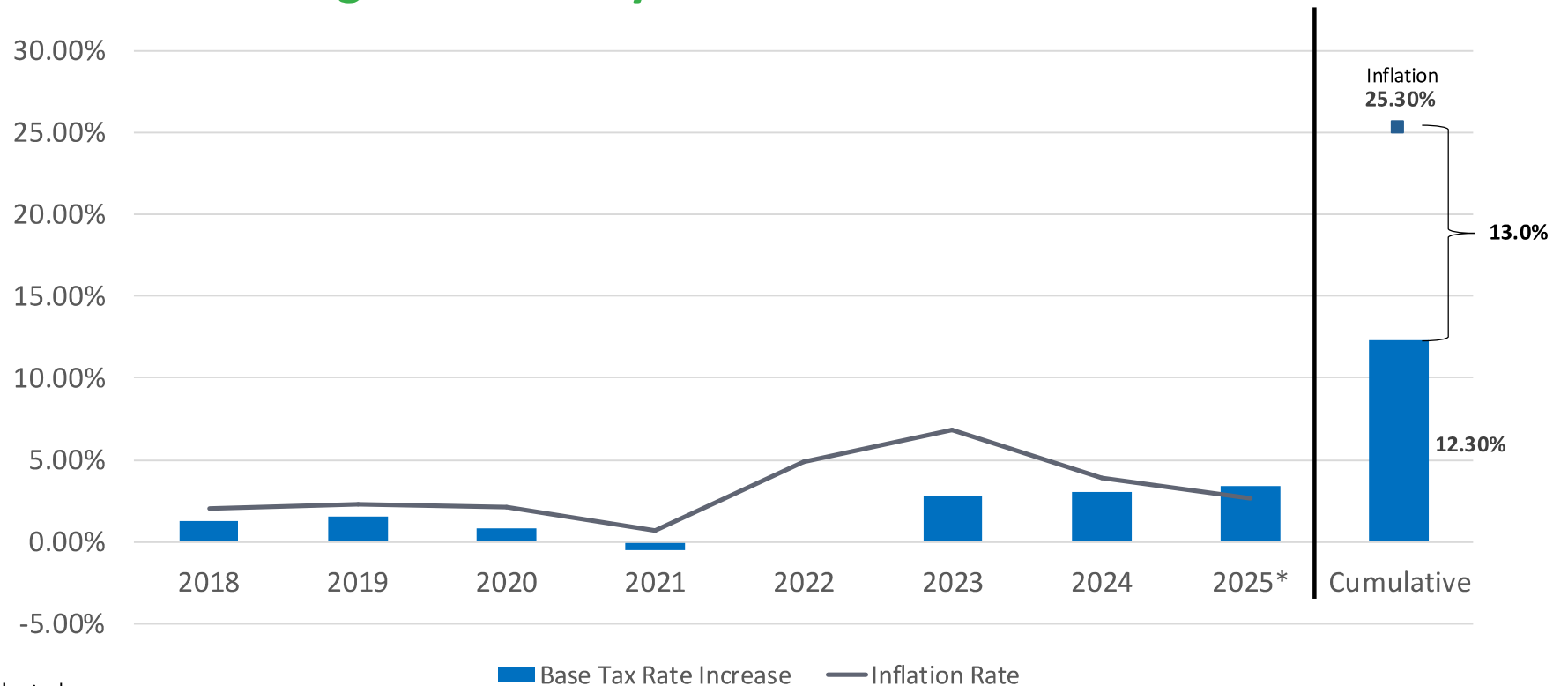
Other **\$ -**
 Development Fees **\$ -**
 Tax Rate **\$ 51,450**

Total Funding \$ 102,901

Inflation vs Base Program Tax Levy Increase

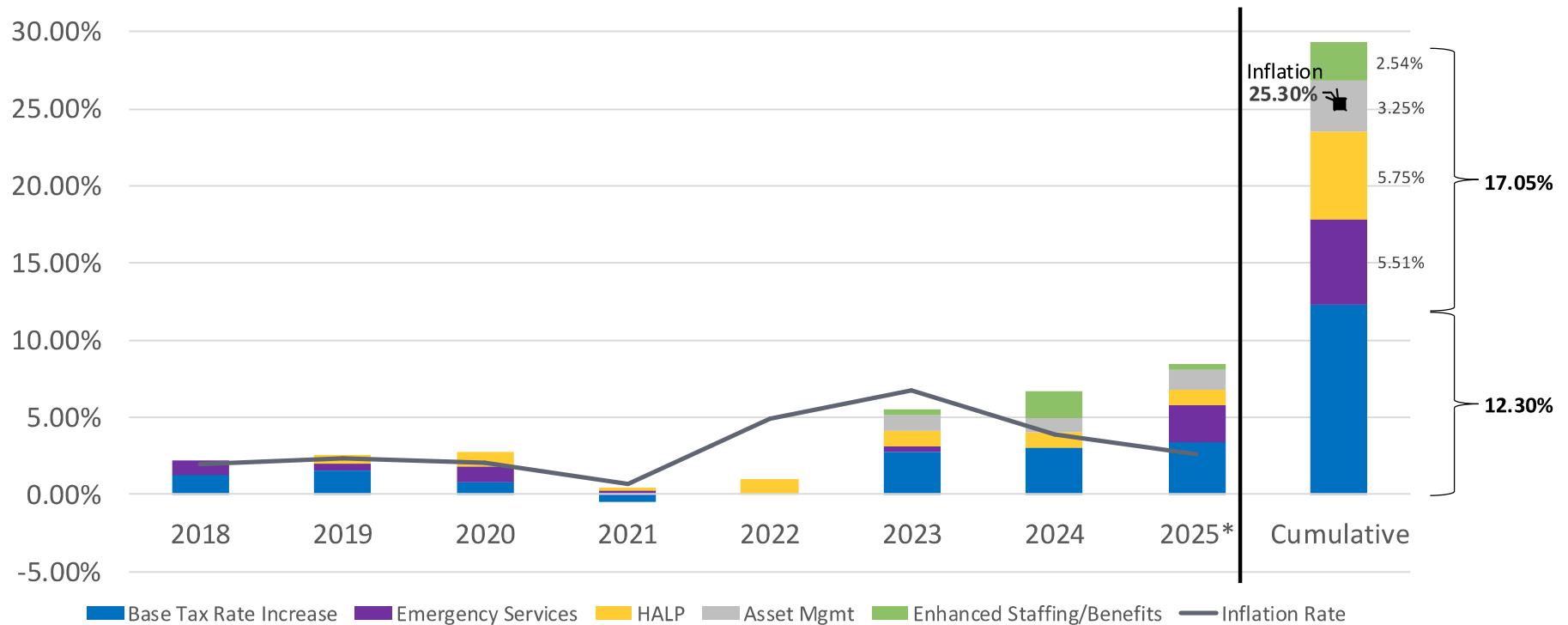


Inflation vs Base Program Tax Levy Increase



* - Not yet adopted

Inflation vs Total Tax Levy Increase



* - Not yet adopted

The Finance Department is responsible for providing direction, advice, and services that ensure the Town remains in a strong financial position, enabling the Town to provide quality services to the public, now and in the future.

The Finance Department provides financial support to the corporation and the community through two branches:

- The **Financial Services Branch** leads budget coordination and development, controls and reporting, accounting, investments and banking, and property tax and water billing.
- The **Capital and Development Finance Branch** leads capital budgeting, development charge administration, fee and reserve management, coordination of Town purchases and competitive bids, and long-range financial planning.

Finance is supported by 16 full-time positions, including 1 new FTE.

