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**STAFF REPORT: Finance and IT Services**



**REPORT TO:** Council  
**MEETING DATE:** June 2, 2014  
**REPORT NO.:** FIT.14.34  
**SUBJECT:** Finance and IT Services Interim Reporting  
**PREPARED BY:** Robert Cummings, Director of Finance and IT Services

**A. Recommendations**

THAT Council receive staff report FIT.14.34, entitled "Finance and IT Services Interim Reporting";

AND THAT Council appoint Ruth Prince, the Town's current Manager of Revenue to assume the role of the Town's Treasurer and Acting Director of Finance and IT Services and fulfill the related job requirements on an interim basis effective June 17, 2014;

AND THAT Council approve the interim reorganization of the Town's Finance and IT Services Department by establishing an interim Deputy Treasurer/Manager of Accounting position that reports directly to the Town's Treasurer;

AND THAT Council appoint Renee Ouellette to the role of the Town's interim Deputy Treasurer/Manager of Accounting and fulfill the job requirements as described in this Staff Report;

AND THAT Council approve the interim reorganized reporting structure in the Finance and IT Services Department whereby the Financial Analyst, Budget Analyst, Accounts Payable Clerk and Part-time Accounting Clerk shall report directly to the interim Deputy Treasurer/Manager of Accounting.

**B. Background**

The Finance and IT Services Department needs to ensure the Town's established internal controls and financial authorizations remain in place upon the departure of the Treasurer/Director of Finance and IT Services. Staff recommend that an interim solution will suffice while the Town recruits for a new Treasurer/Director of Finance and IT Services.

Staff recommend that the interim solution start with the appointment of Ruth Prince, the Town's current Manager of Revenue to assume the role of the Town's Treasurer and Acting Director of Finance and IT Services and fulfill the related job requirements on an interim basis commencing June 17, 2014.

Ruth will still take care of her managerially duties in Revenue and will therefore need some support in the interim Treasurer/Director's role. Staff recommend that Council temporarily reorganize the Town's Finance and IT Services Department by establishing an interim Deputy Treasurer/Manager of Accounting position that reports directly to the

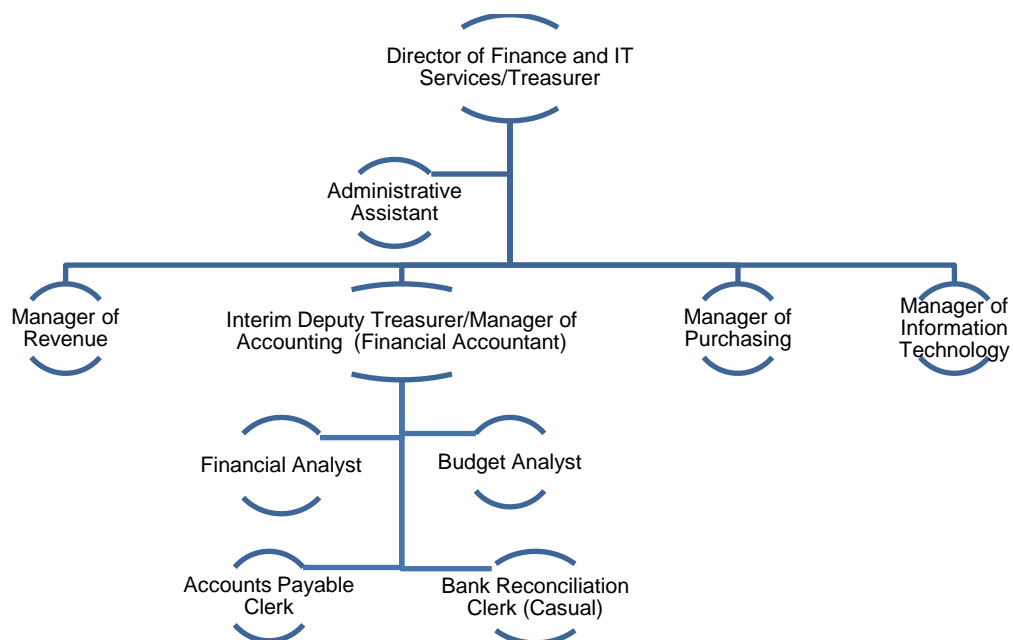
Town's interim Treasurer/Director and that the Financial Analyst, Budget Analyst, Accounts Payable Clerk and Part-time Accounting Clerk shall report directly to the interim Deputy Treasurer/Manager of Accounting. This will reduce the number of direct reports to the interim Treasurer/Director and provide opportunity for them to maintain operations in the Revenue portfolio.

The responsibilities of the interim Deputy Treasurer/Manager of Accounting position will include the following:

- Support and assist the interim Treasurer/Director as the Deputy Treasurer on department and corporate initiatives.
- Lead, manage and supervise accounting and budget staff as per report (above).
- Manage the accounting information system and the review of financial controls to ensure proper accounting procedures are in place.
- Maintain and supervise the municipal accounting function which includes general ledger integrity, journal entries, cash flow and account analysis and reporting.
- Coordinate all aspects of the capital and operating budget process including regular reporting to Council, committees and department heads.

Staff also recommends that Renee Ouellette, the Town's current Financial Accountant assume the role of the Town's interim Deputy Treasurer/Manager of Accounting and fulfill the job responsibilities as listed. The Town's Financial Accountant has completed the Town's 2013 financials and should be in a good position to take on this role and provide support to the accounting and budget group, as well as the interim Treasurer/Director.

The new interim reporting structure would be mapped as follows:



### **C. The Blue Mountains' Strategic Plan**

Strategic Goal #6 - Provide a strong, well-managed municipal government.

### **D. Environmental Impacts**

N/A

### **E. Financial Impact**

There will be a temporary vacancy for the Treasurer position which will provide some salary savings; however, the two interim appointments will need to be compensated for the extra responsibility. There will be an overall savings in the Finance and IT Services financials as a result.

### **F. In Consultation With**

Finance & IT Services Department  
Troy Speck, Chief Administrative Officer  
Tracey McKenna, Manager of Human Resources

### **G. Attached**

nil

Respectfully submitted,

**Robert Cummings**

Robert W. Cummings, CPA, CMA  
Director of Finance and IT Services

For more information, please contact:

Robert Cummings  
rcummings@thebluemountains.ca  
519-599-3131 x. 257