

**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

**STAFF REPORT**

**DATE:** August 10, 2021  
**TO:** Committee of the Whole  
**FROM:** Ken T. Kelly, Chief Administrative Officer  
**SUBJECT:** Advertising of Director of Corporate Services & Treasurer

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**RECOMMENDATION:**

**THAT** Committee of the Whole recommend that Council accept the resignation of Rhonda Whitmarsh as Treasurer effective August 31, 2021.

**THAT** Committee of the Whole recommend that Council authorize the commencement of the hiring process including the advertising of the new position of Director of Corporate Services.

**BACKGROUND:**

The Treasurer resigned her position on July 19, 2021.

On October 27, 2020 Council approved the implementation of a new organizational structure including the creation of a new department, Corporate Services, to manage the financial administration, corporate facilities, information technology and human resource functions of the Municipality.

**Resolution No 431-20**

**Moved by** Councillor Maydan

**Seconded by** Councillor Guerard

**THAT** Council adopt the organizational structure in its entirety as presented by the CAO on October 27, 2020.

In keeping with the Recruitment, Selection and Hiring Policy once we have established the need for the position, the job description has been developed, and the salary reviewed then Council must provide approval to post a position.

The scope of functions included in the new Corporate Services department are an expansion of the former Finance Department. As such the Treasurer position which lead

the Finance Department required a review of the job description and the corresponding salary. These steps have been completed and it is appropriate for Council to review and provide direction to proceed with filling the position of Treasurer but more appropriately titled Director of Corporate Services.

The job description is attached to this report.

The salary range for the Director of Corporate Services is \$106,922.79 to \$131,435.39 versus the Treasurer position which ranged from \$95,008.74 to \$116,790.00. The Director of Corporate Services & Treasurer will be in the same pay band as the Director of Roads and Public Works. The increased salary will hopefully be more attractive to prospective job applicants.

#### **FINANCIAL IMPLICATIONS:**

The increase in the functions in this department, the increased responsibilities including the number of staff to be managed warranted a review of the salary for the head of this department. The result is a potential annual increase in the salary costs for the Municipality in the range of \$11,914.05 to \$14,645.39.

#### **SUMMARY:**

Staff are providing notification to Council of the resignation of the Treasurer and seeking approval to proceed with posting and hiring for the revised position based on the attached job description.

Respectfully submitted by,



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Ken T. Kelly  
Chief Administrative Officer

#### **ATTACHMENTS:**

1. Job Description Director of Corporate Services & Treasurer