

## ADMINISTRATION

### Introduction

#### Governance

- The 2023 budget provides for salaries and benefits for Council members and the Warden as well as various Council, Committee and Warden's expenses. This budget also includes membership fees for organizations such as AMO and FCM.
- Middlesex County Council is comprised of mayors and deputy mayors representing seven of the eight local municipalities within the county's borders including: the Municipality of Adelaide Metcalfe, the Municipality of Lucan Biddulph, the Municipality of Middlesex Centre, the Municipality of North Middlesex, the Municipality Southwest Middlesex, the Municipality of Strathroy-Caradoc, the Municipality of Thames Centre and the Village of Newbury.
- Middlesex County is governed by County Council. The head of County Council is elected annually, in December, by a vote at council and is known as the Warden.
- In 2020, County Council approved its 2021 to 2024 Strategic Plan, The Middlesex Initiative – Breaking New Ground. Council will be focused on implementing the objectives identified in this strategic document.

#### Office of the Chief Administrative Officer (CAO)

- Contact: Bill Rayburn, CAO
- The Office of the CAO is the administrative head of the County and reports directly to Council. The CAO is focused on the day-to-day operations of the County and the implementation of council's decisions.

#### Legislative Services Department/Clerk's Office

- Contact: Marci Ivanic, Legislative Services Manager/Clerk
- The Legislative Services Manager/Clerk oversees and manages the legislative process and related activities for Council and Committees of Council, including the preparation of agendas, minutes, reports and by-laws, is the custodian of all corporate records such as minutes and by-laws, oversees our legislative requirement for records management, and is responsible for coordinating compliance with AODA and privacy legislation.
- The Legislative Services department is also responsible for the communication of Council directives and actions, the management and dissemination of corporate communications including media releases, notices, service and information updates, the administration of the corporate website, and the provision of communication support to all County departments.

## ADMINISTRATION

### Human Resources

- Contact: Jessica Ngai, Director of Human Resources
- The Human resource department is responsible for the management of employees through various HR functions: recruitment and selection; training and development; health and safety; compensation and benefits; performance management; succession planning; employee and labour relations.
- The department formulates and implements policies and procedures that are aligned with the organization's strategy to ensure that employees have the competencies and behaviours required to achieve the organization's strategic goals.

### Treasury Department

- Contact: Cindy Howard, Deputy CAO, Treasurer
- Treasury provides financial management and advice to County Council, CAO, County Departments, MLEMS Authority Board, and Library Board; develops innovative approaches and initiatives in the areas of Strategic Financial Planning, Budgeting and Forecasting, Tax Policy, Financial Policies and Risk Management, Payroll and Pension Administration.
- Treasury also provides transactional services relating to the maintenance of the general ledger, revenue, accounts payable, accounts receivable, banking, cash management and investments, reserve accounts and tangible capital assets. The department completes year-end procedures, prepares audit materials, and prepares financial statements, and administration of required Federal and Provincial grant programs and reporting requirements (FIR, Gas Tax, OCIF, etc.).
- Payroll services include pension administration and core payroll processing.
- Procurement services is responsible for the procurement including but not limited to developing and ensuring compliance with the purchasing policies, procedures, by-laws, standards and legislation; oversees the creation of tender and proposal process; and conducts negotiations with vendors and contractors.

### Legal Department

- Contact: Wayne Meagher, Director of Legal Services
- The Legal department is a municipal law boutique legal office pioneered in 2012, which provides full service legal advice and representation and related corporate/business advice with respect to all challenges faced by the County.
- The department advises and litigates on a wide variety of subjects, negotiates/drafts a wide variety of agreements, licenses, leases, by-laws, policies, memoranda, and other necessary corporate documents, represents municipalities at various levels of court, conducts municipal by-law prosecutions, etc.

## ADMINISTRATION

### 2023 Budget Highlights

#### Revenue

- Supplementary Taxes and Tax Write Offs have been updated to reflect averages over the past 5 years. The final 2022 numbers will not be available until March.
- Interest income has been increased to reflect increase in interest rates compared to previous years.
- Revenue includes \$400,000 that was part of the Use of Proceeds allocation. In 2023 for one time only, an additional \$200,000 was allocated.

#### Expenditures

- Council and Warden remuneration was updated to reflect changes approved by Council in May 2022. The recommended increases reflect the duties, responsibilities, time commitment, skill, effort and demands of municipal public office, while balancing the County's history and commitment to fiscal responsibility.
- Council and Warden travel and convention expenses were increased to reflect increased mileage rate, actual costs and impacts of inflation. The conference allowance was increased to \$5,000 and registration to \$1,000. Expenses were increased to accommodate virtual and hybrid meetings.
- Governance Special Events was increased based on actuals and inflation and now includes costs for the Warden's Association.
- Insurance Costs have been updated to reflect actual expenditures and have taken into account expected increases in premiums upon renewal in July 2023.
- Operations includes property tax for 399 Ridout Street.
- Budget includes the union and non-union annual increases.
- Salary/Benefits Contingency has been increased to deal with possible salary adjustments as part of the County collective agreements and takes into account additional costs for events such as maternity leaves.
- The Human Resource Department includes:
  - Full year costs for the Human Resources and Employee Wellness Advisor (in 2022 this position was partly funded by COVID funding).
  - New Human Resource Position that will support the County including Long Term Care.
  - Costs for management training.

## ADMINISTRATION

- The Treasury Department includes the full year salaries for the procurement manager position. The officer position is deferred for a year. These positions were approved as part of the 2022 budget based on the recommendations from the Modernization Procurement Services Review. These two positions would be responsible for implementing the centralized purchasing function within the County and local municipalities, ensuring that procurement is carried out in an open and accountable manner. Centralized procurement support services would enhance the shared service portfolio that the County currently offers to local municipalities.
- The Legislative Services Department budget includes:
  - Full year cost of the Corporate Communications Assistant position (this was funded partly by COVID funding in 2022)