



Subject: Student Departmental Re-allocation

Report to: Thorold City Council

Recommendations

1. That this report **BE RECEIVED** for information purposes.

Key Facts

- To accommodate functional needs, without impacting budget, students originally budgeted in Public Works outside staffing, are proposed to be re-allocated to administrative projects in HR and Public Works/Community Services for 2023 only.
- Future budgets to be determined based on results of Organizational Review

Budgetary Status

- Three students budgeted for outside work in Public Works at a cost of \$37,000
- Proposed re-allocation: one administrative support student to HR Joint Job Evaluation project at \$18,500
- Proposed re-allocation: one administrative support student to Public Works, Cemetery, Parks and Community Services at \$18,500
- Re-allocation only, no impact to budget

Analysis

As part of Budget 2023, there were three outside-support students budgeted in Public Works.

After review, of departmental/City needs, staff believe these funds would be best utilized by hiring two administrative support students for 2023 only, with a reversion back to outside support students in 2024.

One student would work out of City Hall and would support HR to undertake the one-time Joint Job Evaluation update project, which is a requirement with CUPE staff.

The second student would be based out of the Arena and would support Public Works, and Community Services administration functions such as inquiries, appointments, Cemetery database cross-referencing.

It is proposed that they would work from May 1st to September 1st 2023

As indicated that this is on a one-time basis for 2023 with a reversion back to three outside students in 2024.

For administrative staffing, future budgets will factor in the results of the Organizational Review.

Prepared by:

Steve Santo
Manager, Public Works
Public Works and Community Services

Recommended by:

Geoff, Holman
Director
Public Works and Community Services

Approved and Submitted by:

Manoj Dilwaria
Chief Administrative Officer

This report was prepared in consultation with Maria Mauro, Director of Finance, and reviewed by Geoff Holman, Director of Public Works and Community Services.

Appendices

None