



2025 Budget Request

Request: Seasonal Student Program

From: Brittany Drury

Department: Office of the CAO

Total Financial Ask: \$60,000.00

Type of Budget Request: Core (Operating)

This document and its attachments are public and available in an accessible format upon request.

Background and Strategic Priority

Since the pandemic, the Township has welcomed seasonal summer students to the staff team on an annual basis. Said students have assisted in completion of administration projects including records management, communications and GIS mapping.

Creating an annual seasonal student program achieves Council's fifth strategic pillar, as established in the 2019-2024 Strategic Plan, being, "Deliver Effective and Cost-Efficient Services.

Said pillar identifies the Township as a leader in municipal and customer service excellence, through a focus on fiscal responsibility and investing in staff to attract and retain highly skilled employees. Within said pillar, objective 5.4 establishes an expectation for ensuring proper distribution of workload and retention of staff, and specifically, to analyze workloads yearly based on departments and their respective service demands.

Investing in staff, and prioritizing retention and attraction of a skilled workforce will continue to be prioritized in the 2025-2030 Strategic Plan.



Analysis

Employing seasonal students is a common practice among municipal organizations throughout the province, offering real-life experience to the next generation, while assisting the Township in providing high-level services to the community in a cost-efficient manner.

The Township has budgeted for and employed various summer and co-op positions over the past five years, including positions within legislated services, corporate services, operations administration and the CAO's office. Positions have traditionally been budgeted as one-time capital requests, at \$20,000.00 per position.

To formalize the Township's relationship with seasonal staff, a seasonal and co-op program is recommended, establishing rates of pay, procedures for on-boarding and duration of employment. In establishing this program, shifting budgeting processes for seasonal positions to become a core, operating expense is recommended. In doing so, the Township will budget \$60,000.00 annually for approximately three seasonal positions, with specific roles to be identified and communicated to Council through annual base budget discussions.

2025 will commence collective agreement discussions with the Township's union, Service Employees International Union (SEIU) Local 2, including renegotiation of the existing collective agreement. Through said negotiations, the Township will explore opportunities for expansion of the seasonal student program to the facilities and operations departments, moving student resources beyond administrative positions.

For 2025, seasonal positions are proposed for the Legislated Services, Communications and Human Resources departments.

Financial Impact

Through establishment of the seasonal position program, \$60,000.00 will be included in annual base budgets.



Report Approval Details

Document Title:	2025 Budget Request - Seasonal Student Positions.docx
Attachments:	
Final Approval Date:	Sep 5, 2024

This report and all of its attachments were approved and signed as outlined below:

Niall Loble, Chief Administrative Officer