

<b>TO:</b>	<b>CHAIR AND MEMBERS FINANCE AND ADMINISTRATIVE SERVICES COMMITTEE MEETING ON JANUARY 16, 2012</b>
<b>FROM:</b>	<b>MARTIN HAYWARD CITY TREASURER, CHIEF FINANCIAL OFFICER</b>
<b>SUBJECT:</b>	<b>ORGANIZATIONAL REVIEW – FINANCE DEPARTMENT</b>

<b>RECOMMENDATION</b>
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It is recommended that Britta Winther Consulting be engaged to assist the City Treasurer, Chief Financial Officer with his review of the Finance Department for a period of 6 – 8 months at a cost not to exceed \$50,000; it being noted that funding will be accommodated from within the 2012 operating budget.

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
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Chief Administrative Officer's report to Finance Administration Committee, December 15, 2010 regarding Organizational Effectiveness, Economy & Performance Transitioning to a Service Based Organization.

<b>BACKGROUND</b>
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In 2011, Tim Dobbie Consulting was engaged to conduct an organizational review. As part of that review, finance functions that were in Community Services and Planning, Environmental and Engineering Services Departments were transferred to the Finance Department.

At the same time, Britta Winther Consulting was engaged to a maximum of \$50,000 to work on the service based approach and shared services under of the direction of the City Manager (then Chief Administrative Officer). As part of this engagement, Ms. Winther gained extensive knowledge of the City's organizational structure, as well as the structure of Finance Departments in other municipalities.

Ms. Winther will be engaged to assist the City Treasurer, Chief Financial Officer in reviewing the structure of the Finance Department to provide efficient processing of key finance functions, reviewing finance functions and reporting/services with a view to improving efficiency and/or dropping reports/services that are ineffective. In addition, the integration of corporate support and control with appropriate business support functions will be considered.

We are estimating a cost of up to \$50,000 over the next six to eight months to continue to work on the Finance Department organizational structure in order to streamline responsibilities. Section 14.4 of the City of London Purchasing By-Law provides that "... The procurement may be conducted using a Single Source process if the goods and/or services are available from more than one source, but there are valid and sufficient reasons for selecting one supplier in particular, as follows....The required goods and/or services are to be supplied by a particular supplier(s) having

special knowledge, skills, expertise or experience.” Due to Ms. Winther’s involvement with the service-based and shared services review projects, she will be positioned to immediately commence work on this project.

<b>RECOMMENDED BY:</b>
<b>Martin Hayward</b> <b>City Treasurer, Chief Financial Officer</b>