



**Meeting Date:** November 27, 2019  
**Submitted by:** Michael Di Lullo, Chief Administrative Officer  
Ann Wright, Clerk  
**Report No:** CAO-09-2019  
**Subject:** New Deputy Clerk / Executive Assistant Position

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**Recommendation:**

**THAT** the new position of a Deputy Clerk/Executive Assistant be approved within the Corporate Services Department in the 2020 Operating Budget.

**Purpose:**

The intent of this report is to seek Council approval to move forward with a new full-time position within the Corporate Services Department.

**Background:**

The Corporate Services Department is seeking a new full-time position in the organization for a Deputy Clerk/Executive Assistant position. The main focus of this role is to assist the Clerk in fulfilling the statutory duties that are required of a Clerk, with a portion of this position providing assistance to the senior management team and to members of council.

At present there is (only) the Clerk who fulfills all legislative and statutory requirements with partial assistance provided by office staff. The intent of this role is to help provide proper administrative support to the Clerk primarily and to other senior staff/elected officials secondary.

**Analysis:**

The municipality is experiencing rapid growth and the organization needs proper support systems to fulfill and respond to the increased level of service. A needs-analysis has been completed for a new position to assist the Clerk and to provide general routine administrative support to senior staff and council. This analysis is appended to the report.

Staff have developed a new job description and this position has been graded and is noted in the Financial Implication section. Upon reviewing the role of the Clerk, there are a number of tasks and responsibilities that this new position will undertake with the goal of having the Clerk focus on high-level tasks, this applies to members of senior

management and to aid council. The day-to-day routine tasks are time-consuming and makes for good business sense to dedicate a staff position to fulfill these tasks. Such tasks include, but are not limited to, records management, municipal licensing, officiating civil wedding ceremonies, a commissioner of taking affidavits, distribution of notices under the Municipal and Planning Acts, scheduling and booking for council/staff, drafting of by-laws, agendas, minutes and correspondence including external correspondence on behalf of the municipality. Further, this position would spend a portion of time assisting the senior staff within the organization with administrative tasks such as helping prepare for public meetings, preparing / finalizing reports or presentations and general office assistance. This position would provide legislative and administrative support to the Chief Administrative Officer and Council.

It is not uncommon to have a Deputy Clerk position in a municipal organization, many public sector organizations have this type of position to ensure that there is proper sign-off so that customer service is provided at all times for commissioning documents, executing agreements, signing off on permits (vital stats) etc. See attached Appendix 2 which demonstrates a listing of clerk's support staff from local municipalities and others of similar size.

For this reason, staff are recommending that a new position within the Corporate Services Department be approved. In the 2020 Budget, this is the only full-time newly created position that is proposed. All other staffing positions or changes have been retrofitted to maintain costs and this position is equally applicable by serving a dual purpose. Similarly, this position has been updated to include support systems to senior staff/council.

#### **Financial Implications:**

The position has been graded and is placed in the grid with a grade of 7 – the salary range is \$32.37 to \$38.86 which equates to \$96,622.89 (job rate/full benefits). Other costs have been taken into consideration such as: computer equipment, training and memberships.

#### **Strategic Plan:**

This matter aligns with following strategic priorities:

- 5b. Operational Excellence: Maintaining appropriate levels of staffing.
- 5c. Operational Excellence: Fostering a forward-looking workplace environment.
- 5f. Operational Excellence: Adapting to changing demands and expectations.

#### **Attachments:**

Appendix 1 – Needs Analysis

Appendix 2 – Comparators

## Appendix 1 – Needs Analysis for Position of Deputy Clerk/Executive Assistant

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### **Pros:**

- Administrative support for Senior Management Team and Council
- Increased productivity and efficiency with mindset to proactive rather than reactive
- Improved customer service and response
- Ability to take on more required projects and in a timely manner, including fulfilling legislative requirements/mandates i.e. Planning Act, Drainage Act etc.
- Increase in staff satisfaction and productivity
- Employee retention – less stress, happy employees are more productive and better leaders
- Time to focus on project planning for the future i.e. records management
- Vacation/sick coverage
- Expertise focused on more essential tasks
- Succession planning
- Ability to explore expansion of other advisory committees

### **Cons:**

- Cost for additional full-time position
- Space requirements in office to support role

Appendix 2 – Comparators

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**Municipalities within the County****Middlesex Centre** - Population 17,260**Lucan Biddulph** – Population 4,700

Deputy Clerk

**Southwest Middlesex** – Population 5,860

Deputy Clerk

**Thames Centre** – Population 13,000

Deputy Clerk

Records/Administrative Clerk

Cemetery / Administrative Coordinator

**Strathroy-Caradoc** – Population 20,978

Deputy Clerk / Insurance Co-ordinator

Deputy Clerk/Communications Co-ordinator

Lottery Licencing Officer, Assistant

**Adelaide Metcalfe** – Population 2,995

(2) Administrative Assistant – 1 full time, 1 part time

**North Middlesex** -- Population 6,658

Assistant/ Licencing Clerk

**Other Comparators****Port Colborne** - Population 18,306

Deputy Clerk

Lottery Clerk/ Customer Service Clerk

Legislative Assistant

**Petawawa** – Population 17,187

Deputy Clerk

Executive Assistant

**Pelham** - Population 17,110

Deputy Clerk

Administrative Assistant to the Clerk

**Selwyn** - Population 17,060

Deputy Clerk

Administrative Assistant

**Loyalist** - Population 16,971

Deputy Clerk

(2) Records Clerk

**Midland** - Population 16,864

Deputy Clerk/ Committee Coordinator

**Port Hope** – Population 16,753

Deputy Clerk/Legislative Services Manager

Administrative Assistant/Council Secretariat

Information and Licencing Coordinator

**Russell** – Population 16,520

Deputy Clerk

**Bracebridge** – Population 16,010

Deputy Clerk

Assistant/Records Coordinator

Assistant/Land & Agreements Coordinator

**Tillsonburg** – Population 15,870

Deputy Clerk/Executive Assistant

Administrative Assistant

**Ingersoll** - Population 12, 757

Deputy Clerk/Executive Assistant

Administrative Assistant

Records Coordinator/Administrative Assistant

**Central Elgin** – Population 12,607

Deputy Clerk/Records Management Coordinator

**Essex** – Population 20,430

Deputy Clerk

(2) Administrative Assistants

**Kingsville** – Population 21,550 - email

Deputy Clerk/ Council Services

Deputy Clerk / Administrative Services

(2) Office Support

**Lambton Shores** – Population 10,630

Administrative Assistant – Council and Committees

Communications Coordinator

**North Perth** – Population 13,130

Deputy Clerk

**South Huron** – Population 10,100

Administrative Assistants (3)

**Springwater** – Population 19,060

Records/ Committee Coordinator

Clerk's Assistant

Deputy Clerk