REPORTS NOT RELATED TO THE JURISDICTION OF ANY COMMITTEE

REPORT OF THE SECRETARIAT COMMITTEE DATED OCTOBER 24, 1996

On motion of Councillor Angus, the Report of the Secretariat Committee, dated October 24, 1996, was considered.

Councillors' Support Staff

File GC-2

86 - 1. Effective January 1, 1993, a "Councillors' Secretariat" Branch, comprising a staff complement of five (5) persons was established in the City Clerk's Department to provide Councillor support on a full-time basis. Four permanent positions were added to the staff complement of the City Clerk's Department and direction given that the positions (CUPE-exempt) be staffed internally. The creation of this Branch provided for a review after two years of operation.

At its meeting of March 24, 1993, Council adopted Clause 1 of the Report of the Sub-Committee on Rules, dated March 6, 1993, which created the Secretariat Committee as a governing body of Council, whose authority also included the supervision of Council support.

At its meeting of April 27, 1994, Council adopted Clause 7 of the Report of the Executive Policy Committee, dated April 20, 1994, which recommended the adoption and implementation of "A New Direction for Civic Administration", which report anticipated the reduction of managerial staff and the centralization of Community Committee. The centralization of Community Committee was subsequently approved by Council at its meeting of December 16, 1994.

Although the matter of accommodation is still under review, the day to day functions of the Community offices have become more integrated with the Councillor's offices. It is anticipated that this will continue and increase. In addition, Councillors have explored the integration of Community Committee offices with the Councillors' Offices, with the exception of physically integrating the two. Although the accommodation issue is still under review, numerous operations have begun to be integrated on a day to day basis.

The operational review of the Councillors' support branch identified that most Councillors utilize Executive Assistants and operate on a hands-on basis. The requirement for clerical assistance is more limited and task focused. With a decreased requirement for clerical assistance, vacant clerical positions were maintained as they arose. However, the position of a Receptionist - Clerk "A" was identified as a need and instated effective February 2, 1996. At its meeting of September 26, 1996, the Secretariat Committee explored the concept of a charge-back system for
Clerical assistance and implemented a pilot project on October 1, 1996.

To facilitate the provision of ongoing clerical assistance as required, the position of "Liaison Coordinator" was identified. This position is intended to provide a coordination role between the Councillors, their Executive Assistants and the Community Committee staff. The position will act as a liaison for all training matters, including computer training, and day to day functions. No additional funding is required for the Liaison Coordinator position.

The Secretariat Committee recommends:

I. That the position of "Liaison Coordinator" be established in the City Clerk's Department to provide Councillors' support, in accordance with the job bulletin as attached (Appendix "A").

II. That the Councillors' Support Branch consist entirely of a "Receptionist" position (Clerk A, CUPE-Exempt), and the "Liaison Coordinator" position (Clerk C, CUPE-Exempt), deleting the current five Clerk B (CUPE-Exempt) positions.

III. That the staff establishment of the City Clerk's Department be amended accordingly.

IV. That the City Clerk be authorized to fill the new "Liaison Coordinator" position, through internal recruitment.

Report of the Secretariat Committee dated October 24, 1996

V. That the City Clerk be directed to further physically integrate the Community Committee staff in the Councillors' Offices, as possible.

Copy of the attachment referred to in the above clause is on file in the office of the City Clerk.

Moved by Councillor Angus,
Adoption of the clause.

Carried.

Councillors Murray and Thomas asked to be recorded as having voted against the clause, in accordance with Rule 50.7 of the Procedure By-law.