

**DATE:** September 28, 2022

**TO:** Mayor and Members of Council

**FROM:** Michael Coroneos, Deputy City Manager Corporate Services, City Treasurer and Chief Financial Officer  
Mark Bond, Chief Human Resources Officer

**RE:** **COMMUNICATION – Committee of the Whole (Working Session)**  
**September 14, 2022, Item 1, Report 34, COUNCIL ADMINISTRATIVE**  
**SUPPORT REVIEW**

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### **Purpose**

An analysis was conducted as per the recommendations from the Committee of the Whole (Working Session) on September 14, 2022, that referred staff to report back to the Council meeting of September 28, 2022, on the alignment of pay between part-time administrative staff employed in Council offices to that of comparable City of Vaughan positions.

The purpose of this Staff Communication is to provide Mayor and Members of Council information with respect to this analysis.

### **Background**

In November 2017 the part-time Council Administrative Assistant wages were reviewed to maximize staff and service excellence, which includes valuing and encouraging a highly motivated workforce, and by attracting, retaining, and promoting skilled staff. As a result of this internal wage review, the part-time non-union employees serving in administrative positions in the office of the Mayor and Members of Council were adjusted from \$18.00 per hour to \$25.00 per hour effective January 1, 2018.

### **Analysis**

The Office of the Chief Human Resources, in partnership with the Office of the City Clerk, reviewed and updated the existing part time Council Administrative Assistant job description. To ensure internal equity with other comparable positions across the City, the updated job description was evaluated using the City's job evaluation tool. The evaluation resulted in the position being evaluated at a Grade 1. This represents a wage of \$29.43 per hour (Grade 1 step 1) on the non-union employee salary schedule. In addition, the Office of the Chief Human Resources Officer reviewed comparable part-time positions, both unionized and non-unionized to ensure internal pay equity.

The part time Council Administrative Assistant will be eligible for economic adjustments made to the non-union employee salary schedule, and the new rate will be effective at the start of the new Term of Council on November 15, 2022.

### **Conclusion**

As part of ensuring that the City continues to attract and retain qualified employees, the implementation of the adjusted rate above will assist the City in achieving its Service Excellence goals and objectives in ensuring a highly motivated and skilled workforce.

For more information, contact Mark Bond, Chief Human Resources Officer, ext. 8327.

Respectfully submitted by



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Michael Coroneos,  
Deputy City Manager,  
Corporate Services, City Treasurer and  
Chief Financial Officer



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Mark Bond  
Chief Human Resources Officer