



**Communication : C 1**  
**Committee of the Whole (Working Session)**  
**January 18, 2023**  
**Agenda Item # 1**

**DATE:** January 18, 2023

**TO:** Mayor and Members of Council

**FROM:** Todd Coles, City Clerk

**RE:** **COMMUNICATION – Committee of the Whole (Working Session) January 18, 2023, Item #1, Report , COUNCIL ADMINISTRATIVE SUPPORT REVIEW**

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**PURPOSE**

The purpose of this communication is to reiterate options for Council's consideration in respect of the Council Administrative Support Review.

**ANALYSIS AND OPTIONS**

Based on the focus areas of the review as directed by Council, staff have prepared options to address the following areas in respect to Council Administrative Support: recruitment process, reporting structure, compensation model, appropriate budget source, and staff composition.

Recruitment Process

|                                |   |
|--------------------------------|---|
| <b>Option 1-A (Status quo)</b> | Mayor and MOC involved in recruitment.            |
| <b>Option 1-B</b>              | Recruitment process conducted by City staff only. |

1. Reporting Structure

|                                |  |
|--------------------------------|--|
| <b>Option 2-A (Status quo)</b> | Council administrative staff report to the City Clerk. |
| <b>Option 2-B</b>              | Council administrative staff report to the Mayor/MOC.  |

2. Compensation Model

|                                |   |
|--------------------------------|---|
| <b>Option 3-A (Status quo)</b> | Council office staff are compensated according to the City's salary grid. |
| <b>Option 3-B</b>              | Alternative compensation model as directed by Committee.                  |



### 3. Appropriate Budget Source

|                                |  |
|--------------------------------|--|
| <b>Option 4-A (Status quo)</b> | Full-time staff are funded from the Office of the City Clerk budget, part-time staff are funded from Mayor/MOC office budgets. |
| <b>Option 4-B</b>              | All Council administrative support staff will be transferred to and funded from the Office of the City Clerk budget.           |
| <b>Option 4-C</b>              | All Council administrative support staff will be transferred to and funded from Mayor/MOC office budgets.                      |

### 4. Council Administrative Support Staff Composition

|                                |  |
|--------------------------------|--|
| <b>Option 5-A (Status quo)</b> | The existing staff complements for the Mayor and Members of Council are maintained.  |
| <b>Option 5-B</b>              | Incremental increase to the staff complements of the Mayor and Members of Council to include a fulltime Chief of Staff to the Mayor and fulltime Administrative Assistants for each of the 9 Members of Council. Implementation of this option would have the approximate cost between \$756,456.00 and \$914,214.00.  |
| <b>Option 5-C</b>              | <p>Replace the existing council administrative staffing structure which is based on a common structure and roles, with a set of staff complement options. Members of Council would have the option to select a combination of fulltime and parttime positions within their office staff budget. Potential positions available from the complement options include executive assistant, administrative assistant, research assistant, policy analyst or communications advisor.</p> <p>A set of Job Descriptions would be prepared with salaries against the City of Vaughan's existing salary grid, with the determination of which positions to hire left to each Member of Council based on their own needs. This model would also require Option 4-C to be implemented, to consolidate all funds for Council administrative support staff in one place.</p> |

## **CONCLUSION**

Based on the areas of assessment identified by Council in the Member's Motion on Council Member Office Staffing, the Office of the City Clerk conducted a survey of comparator municipalities to assess the existing landscape. The results of the survey revealed a number of common structures and processes in place for municipal council office staff. Staff have prepared a set of options for Council consideration that allow for flexibility based on the priorities and preferences of the Mayor and Member of Council for the recruitment process for council



administrative staff, the source of office staff budgets, the reporting structure for council office staff, compensation model and staffing structure.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'T. Coles', is written over a solid black horizontal line.

Todd Coles

City Clerk