



TOWNSHIP OF NORTH HURON

REPORT

Item No.

REPORT TO: Reeve Vincent and Members of Council
PREPARED BY: Dwayne Evans, CAO
DATE: 20/11/2017
SUBJECT: Assistant to CAO Position
ATTACHMENTS:

RECOMMENDATION:

THAT the Council of the Township of North Huron hereby approves a new permanent, full-time Assistant to the CAO position effective January 1, 2018;

AND FURTHER, THAT the Council of the Township of North Huron hereby eliminates the position of Director of Corporate Services/Deputy Clerk effective January 1, 2018.

EXECUTIVE SUMMARY

From discussions with my predecessor, it has been anticipated that a new permanent, full-time Assistant to the CAO position would be created. This would have happened over the summer however, with the resignation of the both the CAO and the Director of Public Works this did not occur. An individual on contract from the County has been filling this role since July.

DISCUSSION

In October, 2017 the Director of Corporate Services/Deputy Clerk retired. The duties and responsibilities of this position have been absorbed by existing staff. More specifically, the Clerk/Manager of IT position has assumed responsibility for all clerk functions; the Deputy Treasurer/Tax Collector position has assumed responsibility for administration of payroll; the Director of Finance has assumed a variety of tasks of the position; the CAO position has assumed responsibility for Childcare with the Manager of Child Care responsible for the day-to-day operations. The CAO position has also assumed the roles of Deputy Clerk and Human Resource Coordinator, with the full support of the Senior Management Team. The human resource role involves, among other things, the collection of timesheets and expense forms, tracking of staff time (e.g. use of vacation time, sick time etc.) and keeping personnel files up-to-date.

With the added responsibilities on the CAO position and the existing responsibilities on existing front office staff, another support staff position is required to assist the CAO and to help cover other front office duties. During 2018 the use of existing staff resources will be monitored and opportunities to improve operating efficiencies will be explored.

FINANCIAL IMPACT

The Director of Finance and I have discussed how this new position can be funded. Due to the difference in wage rates between a support staff position and the Director of Corporate Services/Deputy Clerk position, this new position does not increase the administration payroll budget.

FUTURE CONSIDERATIONS

This position will be reviewed upon receipt of the pay equity report.

RELATIONSHIP TO STRATEGIC PLAN

Goal #4 Administration is fiscally responsible and strives for operational excellence.

A handwritten signature in black ink, appearing to read "Dwayne Evans", written over a horizontal line.

Dwayne Evans, CAO