

CITY OF HAMILTON

MOTION

Governance Review Sub-Committee: May 28, 2019

MOVED BY COUNCILLOR T. WHITEHEAD.....

SECONDED BY COUNCILLOR.....

Additional Administrative Support for Councillors' Offices

WHEREAS, the current allotment for vacation and sick leave is insufficient for Councillor administrative staff whose accumulated vacation entitlement exceeds the amount of coverage currently provided in the ward office budgets (2 weeks);

WHEREAS, our social media and engagement policies and practices at the city have been successful in engaging more residents than ever before with their ward Councillors' offices subsequently requiring closer monitoring by staff and Councillor's to these outlets to efficiently respond to constituent concerns;

WHEREAS, a 0.5 FTE administrative support person would provide greater continuity in the office by facilitating coverage of the FTE person resulting in a more seamless exchange between the constituent and the ward office staff on a given issue or concern;

WHEREAS, a single staff person often deals with complex issues or projects to support their Councillor's initiatives requiring them to exercise greater responsibilities beyond basic constituency matters;

WHEREAS, the amount of work in each ward office is substantial and can be clearly demonstrated through activity levels there is a need to ensure we have the resources to protect the health and wellbeing of our admins who may incur negative impacts due to increased stress or burnout;

THEREFORE, BE IT RESOLVED:

- (a) That an additional 0.5 FTE for administrative support at gross cost of \$339,000 (or \$22,600 per ward) starting on July 1st, 2019 and an annualized gross cost of \$678,000 (or \$45,200 per ward), be approved; and,
- (b) That the administrative support previously allocated to old wards 7 & 8 of \$177,000 be equally allocated across all new wards (or \$11,800 per ward), be approved.