

Township of Southgate
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Staff Report HR2021-026

Title of Report: HR2021-026 Administrative Support Contract Extension
Department: Human Resources
Council Date: October 20, 2021

Recommendation:

Be it resolved that Council receive Staff Report HR2021-026 for information; and
That Council approve the extension of the Administrative Support contract until the end of 2021; and
That Council approve the salary for the extension be funded by the COVID-19 Safe Restart Funding.

Background:

The Administrative Support position assists with the day-to-day operations of the Administration Office and is responsible for providing administrative and clerical support to departments and act as first point of customer service via phone, email and in person.

The following resolution was approved at the March 17, 2021 Council Meeting

Moved By Councillor Sherson **Seconded By** Councillor Frew

Be it resolved that Council receive Staff Report HR2021- 006 for information; and
That Council approve the Administrative Support position amended job description as presented; and

That Council approve the Job Evaluation Committee recommendation the job be placed and remain in pay band 13; and

That Council approve the salary for the 6-month Administrative Support position be funded by the Safe Restart Funding.

Carried No. 2021-138

The following resolution was approved at the April 21, 2021 Council Meeting

Moved By Councillor Sherson **Seconded By** Deputy Mayor Milne

Be it resolved that Council receive Staff Report HR2021- 010 for information.

Carried No. 2021-219

We welcomed Charli Hodges into the role of Administrative Support on a six month contract.

Staff Comments:

Charli has been working in the office for five (5) months and has been a valuable part of our administrative team. With the positive feedback regarding live answer for our phone system and the additional support Charli has provided to multiple departments, staff would like to extend the contract until the end of 2021.

Staff have identified the need for the additional support in the administration office as a whole and will be bringing a report to Council for consideration in the 2022 budget.

Financial Implications:

The financial implications of this report in 2021 is approximately \$7,200.00 and is requested to be funded out of the COVID-19 Safe Restart Funding.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

Concluding Comments:

1. Council receive this report for information.
2. Council approve the extension of the Administrative Support position and fund from COVID-19 Safe Restart Funding.

Respectfully Submitted,

HR Coordinator: *Original Signed By*

Kayla Best, HR Coordinator/Assistant to the CAO

Dept Head Approval: *Original Signed By*

Lindsey Green, Municipal Clerk

CAO Approval: *Original Signed By*

Dave Milliner, CAO