

BUSINESS CASE

DATE: February 15, 2023
TO: Dan Horan, Chief Administrative Officer
FROM: Vicki Gannon, Director of Corporate Services and HR
SUBJECT: Request for auxiliary funding (one year) for Corporate Filing Clerk

Background

In 2019 the Township moved to the Local Government Management Association filing system for both paper and electronic filing. This change was completed so that the municipality would follow best practices in records management. At that time, the Records Coordinator worked with most Departments (Fire, Finance, Corporate Services, HR, Development Services, Engineering, and Public Works) to create and maintain files using the new filing system. To date, Parks and Recreation have not completed the transition to the new system.

Unfortunately, the transition of the electronic files was done incorrectly via a bulk transfer, with many files not transferred according to the filing system.

Needs Assessment

There is much work still needing to be completed on this project including implementing strategies to ensure the continued integrity of the accuracy of the electronic filing.

Since implementation, departments have not been keeping up with their paper and electronic filing due to a number of factors, including:

- COVID safety measures with remote working arrangements for staff safety;
- Resignation of Records Coordinator and position being vacant for the past nine months;
- New staff coming on board without being fully trained on the filing system; and,
- Increased workloads with filing being deprioritized.

Risk Assessment

Many departments are struggling to get their historical records converted while also keeping up with the demands of filing new records. This lag in records management presents an organizational risk on several fronts including freedom of information requests, corporate knowledge, and internal research. Additionally, it means that the organization is not fully complying with all provisions included in its records management policy nor its records classification and retention schedule making it vulnerable to several risks.

Cost Implications

The annual salary for a filing clerk (PG 8, step 2) is \$69,692, which includes 14% in lieu of health and welfare entitlements, vacation entitlements, and statutory holiday pay.

Supported Not Supported



Dan Horan, P.Eng
Chief Administrative Officer

1 March 2023

Date