



## The Corporation of the Town of Tecumseh

Legislative & Clerk Services

**To:** Personnel Committee

**From:** Robert Auger, Director Legislative Services & Clerk

**Date to Council:** August 13, 2024

**Report Number:** LCS-2024-14

**Subject:** Records Management Specialist

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### Recommendations

It is recommended:

**That** Report LCS-2024-14 entitled “Records Management Specialist” **be received;**

**And that** the recommended revised associated pay for the Records Management Specialist position, as outlined in the Report, **be approved.**

### Background

In 2022, the Clerks Service Delivery Review (SDR) was approved and supported by Council which included recommendations relating to the improvement of the Town’s records management system.

Subsequently, the Town, supported by funding under the Municipal Modernization Program (MMP), engaged the services of a third party in September 2022 to undertake an independent comprehensive assessment of the Town’s physical and electronic records and provide a framework for improving service delivery and cost efficiencies.

The consultant, Imerge Consulting (Imerge) presented their findings and recommendations in a Final Report and Presentation at the February 28, 2023 Regular Council Meeting (RCM), under [Report LCS-2023-03](#).

The presentation highlighted the Town's current state assessment, including a strengths, weakness, opportunities and threat analysis and provided an overview of the recommended priorities for improved information management with estimated costs of implementation.

Following the presentation, Council passed resolution RCM – 39/23:

**That** Report LCS-2023-03 entitled “Corporate Records and Information Management Review” together with the presentation by Paula Lederman of Imerge Consulting **be received**;

**And that** the independent third party review final report entitled, “Corporate Records and Information Management Review - Information Management Strategy, February 2023”, as prepared by Imerge Consulting **be endorsed** in principle;

**And further that** Administration report back to Council with its recommendations and implementation framework arising from the Corporate Records and Information Management Review;

**And furthermore that** the independent third party review final report entitled “Corporate Records and Information Management Review - Information Management Strategy, February 2023”, as prepared by Imerge Consulting **be posted** to the Town of Tecumseh website in accordance with the requirements of the funding received from the Municipal Modernization Program – Intake 3.

At the March 19, 2024 RCM, [Report LCS-2024-05](#) provided Council with a framework for the implementation of recommendations from Imerge's Corporate Records and Information Management Review (Review). Recognizing this will be a significant undertaking for the municipality, the Review provides an implementation roadmap of the recommended tasks over a three-year period including a recommended staff enhancement for a full-time Records Management Specialist.

## Comments

During the 2024 Budget deliberations, Council approved the staff enhancement for a Records Management Specialist with a Q2 hire date, at the hourly rate of pay of \$33.60 (2024), in accordance with the Collective Agreement Local 702.2.

Administration proceeded with drafting the job description and job posting for the position, based on area comparator job descriptions for similar positions at an administrative level.

The posting was advertised in keeping with the Town's hiring process and in the usual employment locations, including:

- University of Windsor

- St Clair College
- Indeed
- LinkedIn
- Municipal Information Network
- ZipRecruiter

Despite receiving a number of resume submissions and proceeding to interview a selection of applicants, it became apparent that applicants responding to an administrative-level role lacked the necessary records management technical specialist skills and qualifications required for the work. The interview process confirmed this assessment.

As a result, Administration undertook another review of the job description and revised same to better reflect the records management technical specialist skills required, and the level of experience being sought for this position.

Additionally, Administration conducted a comparative survey of local municipalities with a similar technical specialist position and their respective wage rate. With the requisite upgrade in technical specialist skills and experience, the Town's starting salary for this position was revised upward as a result of job evaluation taking into account the change in qualifications and increase in independence of action by the incumbent. The salary adjustment now aligns with similar records management specialist positions at area municipalities.

Taking into consideration the now elevated job description brings the position to the equivalent grade of a technical specialist, it is recommended the associated pay be revised from the approved 2024 Budget of \$33.60 to \$40.38 per hour (2024) in accordance with the Collective Agreement Local 702.2 band classification for other technical positions.

Notwithstanding the field of records management is relatively new to academia, Administration is confident the enhancement to the job description and associated pay will facilitate a greater response from applicants possessing the necessary experience and technical skills needed for this position. The revised associated pay will also help to ensure the Town is competitive within the local market for similar positions.

Hiring a qualified and experienced applicant is paramount to helping the Town ensure the successful implementation and ongoing maintenance of the Records and Information Management Program, together with participation and leadership from all departments.

## Consultations

Chief Administrative Officer and People & Culture  
Financial Services

## Financial Implications

The recommended staff enhancement of a full-time Records Management Specialist was approved during the 2024 Budget deliberations. Assuming an early Q2 start, the estimated cost for adding the position was \$48,500 (\$33.60 per hour), including wages and benefits. Annualized, the estimated cost is \$80,194 inclusive of salary and benefits.

In elevating the job description and associated pay (\$40.38 per hour), the estimated cost for adding the position, annually, is \$99,570. An annualized difference of approximately \$19,375.

This budgetary revision is being brought forward before the 2025 Budget deliberations so that, if approved, Administration may proceed with re-posting and successfully filling the position. The goal is to move forward with implementing the records management roadmap in the fall of this year.

Based on the approved 2024 Budget for this position, there is sufficient budget allocation to fill the position in the early fall of 2024 at the revised wage rate. Accordingly, there would be no budget impact for 2024.

## Link to Strategic Priorities

Applicable	<a href="#">2023-2026 Strategic Priorities</a>
<input type="checkbox"/>	Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.
<input type="checkbox"/>	Community Health and Inclusion: Integrate community health and inclusion into our places and spaces and everything we do.
<input checked="" type="checkbox"/>	Service Experience: Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

## Communications

Not applicable

Website

Social Media

News Release

Local Newspaper

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Christina Hebert, BA (Hons), MA, Dipl. M.A.  
Deputy Clerk – Clerks Services & Policy Advisor

Reviewed by:

Michelle Drouillard, BA Hons., CHRL  
Director People & Culture

Reviewed by:

Tom Kitsos, CPA, CMA, BComm  
Director Financial Services & Chief Financial Officer

Reviewed by:

Robert Auger, LL.B.  
Director Legislative Services & Clerk

Recommended by:

Margaret Misek-Evans, MCIP, RPP  
Chief Administrative Officer

<b>Attachment Number</b>	<b>Attachment Name</b>
None	None