No. 254 1886 CITY CLERK'S OFFICE, WINNIPEG. 2. 8. 86 Assistance Ack'd.



City Clerks Office. Winnipeg and 2 1886

To Nis Worship The Mayor. and Council

frutlemen as the Estimates for 1886, make no provision for Clerical assistance in my affice, except, so far as the preparing of taters Liets, and Collectors Hells, - I deem it my duty to care your attention, to the large amount Of extra work, which the early removal to the new livie Offices more renders impurative, such as calleding and registering the City Papers, ( many of which are now in the Courts on in the various City Offices) From time of Incorporation to date, and preparing a subject Inden for the Rame, and in mangurating the City Reconds. In the past, I have often been Called to allend Court for

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should happen, an Efficient assistant should be present to furnish infor-- mation to the public, or papers to the Mayor or alderman, and as a revolution is now on precond that showed I be called out of my office at any time. I have to leave it open-it is hardly safe, that the Books on papers Should not have proper care, - When I have Leen called to attend Court, it is always necessary for some time frevious, to Called evidence for the Soliciton. He current work of my Office takes up all my time, and has been quadrately increased ing, and it is almost impossible for me to keep everything as close up as it should be, - Every fakes should be so placed. That it caned be produced in an instant and Every Communication braced from its receipt to its consumation Revolutions on any subject Should be opere to immediate scruting, and the actions of the Council so tabulated that conflicts therein would be impossible - So far, I have never had Gliever existance, and the public service has suffered more on less from the want thereaf - I would like to

my office a madel one. neake beck without such assistance, it is impossible. Favorably consider my present epplication I have the honorto musely suascribe myself Jour obedient, servery

## Council Communications, 1886, No. 254. August 2, 1886. C. J. Brown, Assistance in the City Clerk's Office.

City Clerk's Office

Winnipeg, August 2nd, 1886

To His Worship
The Mayor and Council

Gentlemen

As the Estimates for 1886, make no provision for Clerical Assistance in my office, except, so far as the preparing of Voters' Lists and Collectors Rolls. I deem it my duty to call your attention to the large amount of extra work, which the early removal to the new Civic Offices now renders informative, such as collecting and registering the City Papers (many of which are now in the Courts or in the various City Offices). From time of Incorporation to date, and preparing a subject "index" for the same, and in inaugurating a more thorough system of keeping the City Records.

In the past, I have often been called to attend Court for several days at a time and should it occur that my absence from my office through any cause should happen, an efficient assistant should be present to furnish information to the public, or papers to the Mayor or Aldermen, and as a resolution is now on record that should I be called out of my office at any time, I have to leave it open - it is hardly safe, that the Books or papers should not have proper care. When I have been called to attend Court, it is always necessary for some time previous to collect evidence for the Solicitor.

The current work of my office takes up all my time and has been gradually increasing, and it is almost impossible for me to keep everything as closed up as it should be. Every paper should be so placed, that it could be produced in an instant and every communication traced from its receipt to its consummation. Resolutions on any subject should be open to immediate scrutiny and the actions of the Council so tabulated that conflicts therein would be impossible. So far, I have never had efficient assistance, and the public service has suffered more or less from the work thereof. I would like to make my office a "model one", but without such assistance, it is impossible.

Trusting that you may favorably consider my present application.

I have the honor to subscribe myself Your obedient servant C. J. Brown City Clerk