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**Date: 2019-11-20**

**From: Wendi Hunter, Clerk / Director of Legislative Services**

**Subject: Addition to Staff Complement – Junior Planner**

**Report: LEG 2019-37**

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### Recommendation

That the report from Wendi Hunter, Clerk / Director of Legislative Services, regarding Addition to Staff Complement – Junior Planner, be received, and

That the position of Junior Planner be approved as a permanent, full-time position in the Legislative Services Department, effective immediately, and

That the Job Description for Junior Planner be approved.

### Background

During Closed Session discussions at the November 6, 2019 Council meeting, Council considered a report recommending the addition of the position of Junior Planner in the Legislative Services Department. Council considered the position to be justified to accommodate increased workload for the Planner, to provide for succession planning, and to ensure maintenance of customer service for residents and businesses involved in planning processes. Staff were directed to develop a job description for the position to present to Council for approval.

### Analysis

Staff have developed a Job Description for the Junior Planner based upon current and anticipated Planning workload, and required education, skills and experience. The Job Description is attached to this report as Appendix A for Council approval.

## Financial Impact

The anticipated financial impact of this position is approximately \$81,000 per year (plus scheduled increases).

## Strategic Priorities

This report has been prepared with regard to potential new strategic directions as discussed (and subject to continued discussion) by Council, with specific priorities of Fostering Economic Growth, and Delivery of Efficient and Effective Services.

## Conclusion

Staff has demonstrated the need for additional Planning resources, and recommends that the position of Junior Planner be approved, effective immediately, and that the attached Job Description be approved.

Respectfully Submitted:

Reviewed by:

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Wendi Hunter  
Clerk / Director of Legislative Services

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Rick Winters  
CAO

Attachment: Appendix A – Job Description for Junior Planner