



Meeting Date: September 22, 2021

Submitted by: Arnie Marsman, Director of Building Services, CBO

Report No: BLD-07-2021

Subject: Pre-Budget Approval for Administrative Assistant – Building Services

Recommendation:

THAT Report BLD-07-2021, re: Pre-Budget Approval for Administrative Assistant – Building Services be received;

AND THAT Council authorize the addition of a new full time permanent administrative assistant – building services position in Building and Development Services commencing in 2021.

Purpose:

The Municipality would like to enhance services provided by the Building Services Department with an additional full time permanent position.

Background:

Presently, the Corporate Services administrative assistant has been providing support to the Building Services Department; however, only 15% of the employee's time has been allocated to the department.

The volume of work in building services is growing and has been utilizing 60%-80% of the time, far more than the 15% allocation. This is requiring other team members to cover and work overtime or additional hours to manage their workloads.

The intent of this new full time position would be to address the gaps existing in the department with respect to administrative support for the growing building department.

Analysis:

Building division operates on full cost recovery through building permit fees. Staff has reviewed department revenue and has found that current fees collected are sufficient to provide full cost recovery of this position with no additional costs to the tax levy.

Financial Implications:

The financial impact of proceeding with the recruitment for this role immediately would be two (2) months to the 2021 budget amounting to \$10,020.16 which can be absorbed in the Building Department budget due to exceeding revenues and volume in the department to date.

Strategic Plan:

This matter aligns with following strategic priorities:

- Responsive Municipal Government

This report responds directly to Objective 5.3 – Foster a culture of innovation, continuous improvement, and cost-effective services by sharing information and gathering input, by continuing our timely and effective communication to the public.

Attachments:

A1 Administrative Assistant – Building Services job description