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## MEMORANDUM

**Subject:** Modification to Clerical Staff Wage Allocation – By-law Enforcement

**To:** Mayor and City Council

**From:** Jason Simpson, Director of Development Services

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Mayor and Council

Council authorized the recruitment of an additional clerical position within the by-law enforcement division to assist with administrative support to the residential rental licensing program. This position was labeled as a residential rental licensing clerk in the budget.

Staff have opted to utilize this position for a second by-law enforcement clerk who is also responsible for administrative support to the residential rental licensing program.

This modification allows for even distribution of work and continuous consistent service delivery to residents and business owners during staff absences or vacancies.

This memo is to advise that this modification does not impact the approved budget. The approved funding for each budget will remain the same however the approved budget will simply be evenly distributed between the two clerical positions.

Respectfully submitted and signed by

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Jason Simpson  
Director of Development Services