



MEMORANDUM

Subject: Modifications to Planning Division Staffing

To: Mayor and Council

From: Jason Simpson, Director of Development Services

During the 2023 budget deliberations, Council approved the recruitment of two intermediate planning positions. Since that time, the city has filled the Chief Planner and Manager of Planning positions which accommodated a re-evaluation of the staffing needs to effectively serve the industry. This re-evaluation was critical due to the recent and looming changes made by Bill 109 and Bill 23.

As a result of this evaluation, one of the approved intermediate planning positions will be repackaged as a Development Coordinator within the Planning Division. This new position will monitor and coordinate all applications within the division to minimize circumstances that may result in the municipality having to refund application fees. The Development Coordinator will also collaborate with internal and external stakeholders regarding development applications plus supervise and support the Secretary Treasurer to the Committee of Adjustment. This new position will be a critical role within the municipality to accommodate the changes made by Bill 109 to the development approval regime.

The repackaging of the position will result in changes to how the funding of the positions within the division are allocated but will not impact the approved budget nor the municipal tax rate.

Respectfully submitted and signed by

Jason Simpson
Director of Development Services