



## BUSINESS CASE REQUEST FORM

<b>PROGRAM</b>	Auxiliary Bylaw Officer					
<b>MANAGER</b>						
<b>STAFF INPUT</b>						

### History

#### DESCRIPTION - PURPOSE - NEED - JUSTIFICATION

The Town's Bylaw function is currently provided by one Bylaw Supervisor and an Auxiliary Bylaw Officer, which operates as a seasonal position. Each year the Town recruits a new Auxiliary Officer to serve during the four busiest months of the year, during the summer. This arrangement presents several challenges, including the staff time and resources that go into annual recruitment, the time required for training, and difficulty recruiting qualified candidates for a short-term position. This proposal repurposes existing budgeted funds of \$5,000 for weekend bylaw coverage, and requests an additional \$6,000, to expand the hours of the Auxiliary position so that it can be filled year-round at half-time. This will improve recruitment and reduce lost time due to the layoff/hiring cycle, and will expand capacity to handle bylaw issues year-round.

#### OPERATION AND MAINTENANCE IMPACTS

	2026	2027	2028	2029	2030	Total
<b>REVENUE</b>						
<b>Total Revenue</b>						
<b>EXPENSE</b>						
Compensation - PT Bylaw	11,000					
Summer Auxiliary Contract	- 5,000					
<b>Net</b>	<b>\$ 6,000</b>					

EFFECT IF PROPOSAL IS NOT APPROVED

COUNCIL DECISION