



**2023 Operating Budget - New Staffing Requests
Township of Brock**

Planning Technician - New Contract	12 Months	2023	2024
Personnel Costs - July 1 start	\$ 61,000	\$ 30,000	\$ 31,000
Benefits (excluding extended health and dental)	15,900	7,800	8,100
	<u>76,900</u>	<u>37,800</u>	<u>39,100</u>
Computer Equipment	1,600	1,600	-
Total Expenditure Budget	78,500	39,400	39,100
Tax Rate Stabilization	(78,500)	(39,400)	(39,100)
Net Budget	-	-	-

Pending future Planning Fee Study and final Bill 23 transitions from the Region to the Township, portions will be recovered from Planning Fees

Communications and Tourism Coordinator - One-Year Contract to Recurring	12 Months	2023	2024
Personnel Costs - annualized 2023 Budget (approved in the 2022 Budget as a one-year contract)	58,200	23,900	
Benefits (excluding extended health and dental)		3,400	
Advertising - decrease budget		(8,000)	
Total Expenditure Budget*	58,200	19,300	-
Change funding from Tax Rate Stabilization to Tax Levy		34,200	
Net Budget	58,200	53,500	-

Labourer - New Full-Time	12 Months	2023	2024
Salaries - July 1 start	53,200	26,100	27,100
Benefits	16,500	8,100	8,400
Net Budget	69,700	34,200	35,500
Total New Staffing Requests	\$ 127,900	\$ 87,700	\$ 35,500

2023 Budget - New Staffing Requests (excludes prior year's approved requests)

Development Services					
Position Title:	Planning Technician				
Department:	Development Services				
Position Type: <i>e.g. full-time/contract, union/non-union</i>	Full-time, July 1 start date				
Job Description:	Under the direction of the Director of Development Services, this position primarily performs the tasks associated with the processing of development applications under the Planning Act in accordance with best practices and within statutory timeframes and provide planning related information and advice to Council, Committee of Adjustment, staff, developers and the public. This position will also undertake the preparation and evaluation of comprehensive policy studies and research projects. This position provides an opportunity to apply development review, policy development and analysis skills and knowledge related to urban and rural development in				
Rationale:	To adapt the Township's review process and prepare for the downloading of subdivision and consent applications to the Township in response to new provisions implemented through Bill 109 and proposed through Bill 23.				
Expected Start Date:	7/01/23				
Job Evaluation Assessment Completed?	Yes				
Funding Source:	Tax Rate Stabilization Reserves				
	Potential for Planning Fee funding in the future				
Operating impact:					
<i>Description</i>	<i>2023</i>	<i>2024</i>	<i>2025</i>	<i>2026</i>	<i>2027+</i>
Salaries	30,000.00	61,000.00	61,500.00	62,000.00	62,500.00
Benefits	7,800.00	15,900.00	16,200.00	16,500.00	16,800.00
Computer Hardware	1,600.00				
	<u>39,400.00</u>	<u>76,900.00</u>	<u>77,700.00</u>	<u>78,500.00</u>	<u>79,300.00</u>

Planning Technician (Junior Planner)



Position Synopsis and Purpose (A position overview and how it connects to the big picture)

Under the direction of the Director of Development Services, this position primarily performs the tasks associated with the processing of development applications under the Planning Act in accordance with best practices and within statutory timeframes and provide planning related information and advice to Council, Committee of Adjustment, staff, developers and the public. This position will also undertake the preparation and evaluation of comprehensive policy studies and research projects. This position provides an opportunity to apply development review, policy development and analysis skills and knowledge related to urban and rural development in shaping Brock's future.



Major Responsibilities (What this position does and how they allocate their time)

Description	Approx. Time Spent (%)
<ul style="list-style-type: none"> Process Planning Applications and help with Committee of Adjustment 	40
<ul style="list-style-type: none"> Provide Planning Information and Advice 	40
<ul style="list-style-type: none"> Conduct Planning-related Research and Projects 	10
<ul style="list-style-type: none"> Provide Support for Department and Customer Service 	10
Other <ul style="list-style-type: none"> Perform other duties as assigned 	%

*Note: All activities are expected to be performed in a safe manner, in accordance with the Occupational Health and Safety Act and its Regulations, along with Corporate Safety policies, procedures and programs. In addition, all necessary personal protective equipment must be used and maintained in good condition.



Decision Making and Independence (Description of types of decision making and independence)

1. List up to 3 examples of the types of decisions that are made or issues/situations that are dealt with on a regular basis and how judgement is used to resolve them.
 - Confirm property zoning and requirements to applicants.
 - Calculate fees related to planning applications.
2. List up to 3 examples of situations or problems that are referred to the supervisor for direction or resolution.
 - Controversial or ambiguous questions relating to the requirements of the zoning by-law or existing departmental records.
 - All complex or confrontational situations from customers or internal staff



Required Training (Description of training required in order to perform the major responsibilities)

- Orientation; AODA; Safety 24-7

*Attends training, workshops and seminars where appropriate and as required



Minimum Qualifications (Absolutely cannot do without)

Education (degree/diploma/certifications)

- Post secondary diploma (or degree) in Planning or a related field from a recognized college or university. Other combinations of education and experience may be considered, Secondary School Diploma (Grade 12) minimum.
- Valid Class "G" Drivers Licence and access to a reliable vehicle.
- Must be physically capable of performing site visits.

Experience

- At least 1-3 years experience in planning or a related field, preferably in a municipal environment.

Knowledge/Skill/Ability

- Working knowledge of legislation, policies and guidelines, related to planning and development, in particular the Planning Act, Provincial Policy Statement, Growth Plan, etc.
- Working knowledge of municipal government including the roles and responsibilities of stakeholders and the requirements of development review processes.
- Knowledge of development application processing requirements, procedures and administration.
- Working knowledge of land use planning principals, practices and nomenclature.
- Self-motivated, positive, confident, and approachable with problem-solving ability.
- Ability to work within a multidisciplinary team setting and be productive independently
- Adept at making decisions and setting priorities within a team-based environment
- Excellent customer service is required in responding to zoning and planning related inquiries and providing professional planning advice to the Town, the public, various agencies, and potential applicants.
- Computer skills in word processing and data management, preferably with Microsoft Office products, and preparing maps with Geographical Information Systems in an ESRI environment.
- Ability to effectively and succinctly respond to questions at meetings.
- Ability to interact and work effectively with senior management, elected officials, other staff, external agencies, consultants, stakeholders, constituents and the public.
- Ability to understand maps, plans, by-laws, legislation and legal documents.
- Ability to develop and initiate improvements to policies and procedures to enhance quality of service.



Preferred Qualifications (The Ideal Candidate)

Education (degree/diploma/certifications)

- Eligible for candidate member of the Ontario Professional Planners Institute (OPPI) and the Canadian Institute of Planners (CIP). Full membership preferred.
- Eligible for appointment as a Commissioner for Taking Affidavits in the Province of Ontario.

Experience

Knowledge/Skill/Ability

- Knowledge of local conditions, issues and responsibilities of the Township.



Work Setting (Description of the work environment and nature of people interactions)

Contacts

Frequency Legend
Constant – every day for most of the day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly

Contact	Frequency	Nature of Interaction
Director	Daily	Seeking advice and providing updates
Council	Monthly	Providing information and advice
Committee of Adjustment	Monthly	Providing information and advice
Consultants	Weekly	Providing direction and getting status reports
Planning Applicants	Daily / as needed	Providing information
Public	Daily / as needed	Providing information
Other Staff	Daily	Share information

Work Conditions/Physical/Mental Effort

Please check off all that apply

Frequency Legend
Constant – every day for most of the day
Frequent – daily
Regular – weekly
Occasional – bi-weekly to monthly

1. Hours of Work

Normal (i.e. 8:30 am – 4:30 pm, Monday to Friday)	<input checked="" type="checkbox"/>
Evenings/Weekends	<input type="checkbox"/>
On-Call	<input type="checkbox"/>
Over-time (How often? Expand below)	<input checked="" type="checkbox"/>

Examples:

This position will help with Committee of Adjustment and these meetings are held in the evenings, one day/month.

2. Work Environment

	Constant	Frequent	Regular	Occasional	Percentage
Indoors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	95 %
Outdoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5 %
					=100%
Attend internal/external meetings					
Attend internal/external meetings	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	50%
Time spend travelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	5%
Frequency of interruptions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-
Interaction with irate/aggressive clients/customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-

Examples:

3. Hazards

	Constant	Frequent	Regular	Occasional
Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dirt, Dust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hazardous chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disagreeable weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Examples:

The above may occur when site visits are necessary.

4. Physical Requirements

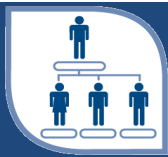
	Constant	Frequent	Regular	Occasional
Operating and/or maintaining vehicles and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Standing • Sitting • Walking • Climbing 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Requirement to lift objects (list max weight)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing and/or pulling objects to complete tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PPE worn on a regular basis (list type):				
<ul style="list-style-type: none"> • • • 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Types of tools used (list type):				
<ul style="list-style-type: none"> • • • 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Examples:

5. Mental Requirements

	Constant	Frequent	Regular	Occasional
Requires awareness of surroundings	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Visual effort required on a concentrated basis	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Requirement to listen attentively	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Examples:

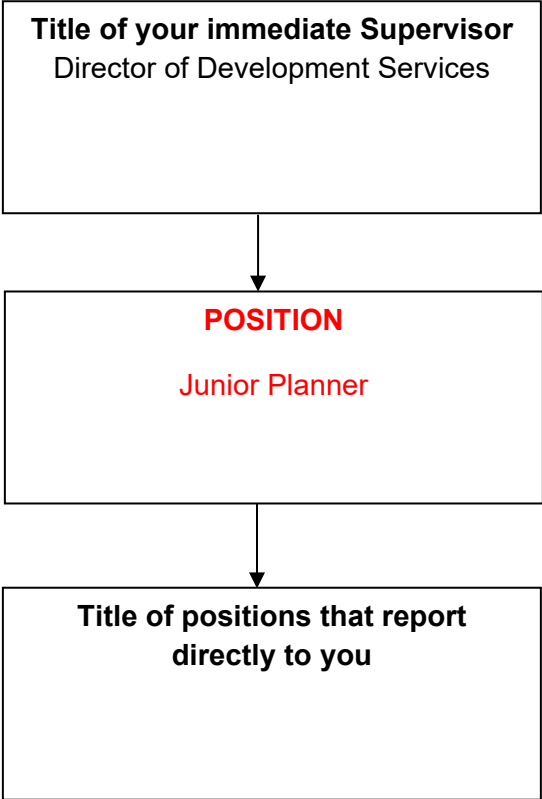


Position Classification (Where this position fits)

Position Title: Junior Planner	Division: Planning
Department: Development Services	Classification:
Work Location: Township Office	Reports to (Direct): Director of Development Services
Position(s) Supervised Directly: n/a	Position(s) Supervised Indirectly: n/a
Effective Date:	Revision Date:
Salary Range: TBC	Hours per Week: 35

Organizational Chart

List the reporting relationship of this position to others within the immediate department.



2023 Budget - New Staffing Requests (excludes prior year's approved requests)

Office of the Clerk

Position Title: Communication & Tourism Coordinator

Department: Clerks

Position Type: Full Time non-union
e.g. full-time/contract, union/non-union

Job Description:

- Responsible for all Corporate Communications both externally & internally.
- All social media posting and monitoring
- Web-site posting and monitoring, ensuring AODA compliance
- E- newsletter & Citizen Content
- Promote and engagement of community events
- Develop key communication campaigns (internal & external)
- Sharing municipal milestones and achievements with the public
- Tourism website content - ChooseBrock.ca
- Liaise with local community groups to promote events

Rationale:

As Brock continues to grow, and the public demand on being informed, the position will be critical to ensure full and timely communications enhance openness and transparency. The position is integral to Brock's dedication to engaging with residents and ensuring a means for open dialogue.

Expected Start Date: 1/01/23

Job Evaluation Assessment Completed?

Funding Source:

Propose to change 2022 approved Tax Rate Stabilization Funding to the Tax Levy prospectively from 2023

Operating impact:

<i>Description</i>	<i>2023</i>	<i>2024</i>	<i>2025</i>	<i>2026</i>	<i>2027+</i>
2023 partial year impact	23,900.00	59,400.00	60,600.00	61,800.00	63,000.00
2022 approved partial impact - change funding to tax levy	34,300.00				
Benefits (excluding extended health and dental)	3,400.00	3,500.00	3,600.00	3,700.00	3,800.00
Savings in Advertising expenses	(8,000.00)				
	<u>53,600.00</u>	<u>62,900.00</u>	<u>64,200.00</u>	<u>65,500.00</u>	<u>66,800.00</u>