

# Memorandum

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Date: June 28, 2021  
Submitted by: Legislative Services Division  
Subject: Funding Source – Legislative Services Advisor

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At the Closed Council meeting held on May 18, 2021, Council approved the addition of a position of Legislative Services Advisor in the Legislative Services Division. This memorandum outlines the funding required for the position and provides a general description (**Attachment 1**) of the position's responsibilities.

The position is rated in pay band 3 of the City's management and exempt salary grid (\$82,419 to \$93,659). The following funding is requested:

Year	Cost (inclusive of overhead)	Calculation
2021	\$38,000	$(4/12 \times \$93,659 + 21.2\%)$
2022	\$116,740	$(\$95,532 + 22.2\%)$

Staff recommend Accumulated Surplus as a funding source for the remainder of 2021 and General Taxation for funding in 2022.

The recommended resolution is:

**THAT \$38,000 be approved from Accumulated Surplus in 2021 and \$116,760 from General Taxation in 2022 to fund the addition of a Legislative Services Advisor position in the Legislative Services Division as recommended in the memo dated June 28, 2021 from the Legislative Services Division regarding Funding Source – Legislative Services Advisor.**

Attachments:

1. Legislative Services Advisor Responsibilities.

## Report Approval Details

Document Title:	Funding Source – Legislative Services Advisor.docx
Attachments:	- Attachment 1 - Legislative Services Advisor Responsibilities.pdf
Final Approval Date:	Jun 28, 2021

This report and all of its attachments were approved and signed as outlined below:

Angie Parnell, General Manager of People, Communications, and Engagement - Jun 28, 2021 - 10:39 AM

Tracey Takahashi for Dorothy Shermer, Corporate Officer - Jun 28, 2021 - 1:19 PM

Paul Rockwood, General Manager of Finance and Technology - Jun 28, 2021 - 2:47 PM

Tim Savoie, City Manager - Jun 28, 2021 - 4:12 PM