

Appendix B – Required positions identified in the 2024 Workforce Plan: descriptions and implications if deferred

Position	Status	Description	Implications if deferred
<p>Planning Technician – Planning and Building Services</p>	<p>Full time</p>	<p>The Planning Technician role would provide a wide variety of technical responsibilities related to the review and processing of documents in support of rezoning, development permit, development variance permit, subdivision, Board of Variance, sign permit and building permit review. The Planning Technician would provide front line customer service for the public and respond to a variety of land use related inquiries. The Planning Technician would also fill other department needs including GIS capabilities, and support for policy projects, bylaw, climate action, and engineering. This role would support the ability to have a Tempest Super User in the planning department, which currently relies on Building Staff for this function.</p>	<p>Current performance targets suggest that rezoning applications are presented to Council within six months for 90% of applications received. Currently, the department meets this 20% of the time. To address the continued and increasing development application workload, in 2023 two consultants have been utilized to help process development applications. This is not a long-term solution. A Planning Technician would improve application processing times, as well as customer service for the Department.</p>
<p>Information Technology and Networking Technician – Finance and Information Technology Services</p>	<p>Full-Time</p>	<p>The Information Technology and Networking Technician (Technician) is responsible for a wide range of duties related to the administration, maintenance and support of the District’s computer network and other technology related systems. The Technician also supports the needs of internal staff members within the municipal hall and Police department, troubleshooting, problem solving and training as required. They are the first contact for all IT client support issues for the municipality’s two network, install application software and configure computer and peripheral hardware, and instruct users in the effective use of a variety of software products and system applications. They are responsible to ensure all security aspects relating to client workstations including anti-virus, and patch management are</p>	<p>The District’s Information Technology Section is a critical service affecting almost all staff within the District including 24/7 support to Police and Fire Emergency Service Departments. The two-person Department manages the phones system, computer hardware, a high number of different software platforms, and user support services including a help desk. The diversity of technology services has increased over the last several years, as well as security threats, systems controls required, and after hours support for Council and Committee meetings, and emergency services. This model is becoming increasingly tenuous for a two-person team to manage putting the Districts technology security and resilience at risk.</p>

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		current. Research hardware and software issues and advise the IT Manager.	
Geographic Information System (GIS) Technician – Finance and Information Technology Services	Full time	The GIS Technician benefits many departments within the District to manage our infrastructure better and plan for future development. A full-time employee develops a continuous familiarity with the local area's unique geographical and administrative aspects, thereby enhancing the quality and applicability of the GIS work. The continuous nature of GIS tasks—ranging from data collection and analysis to system maintenance and map creation—demands a dedicated position to ensure consistency and efficiently utilize collected data making them able to participate in cross-departmental initiatives more readily, improving the integration of GIS data across different local government sectors. Lastly, considering the sensitive nature of some geospatial data, having dedicated in-house professional helps maintain data security and privacy, reducing the risks associated with frequent contracted service changes.	<p>It was identified as a significant deficit in the District’s 2022 Asset Management Plan update. The District is well behind other local governments in the region in the development of a functional GIS. GIS is considered a core service in most municipalities given development rates and need for accurate asset replacement information.</p> <p>In 2024, staff are updating the Water and Sewer and Integrated Storm masterplans; in 2025, staff are updating the DCC bylaw; in 2026, staff will be updating the Asset Management Plan. It is critical that the District has a functioning GIS system in advance of this work to ensure the ongoing management of our assets as well as the increased demand in development services.</p>
Climate Communications Coordinator	Temporary (2 years)*	<p>The Communications & Engagement Coordinator-Climate would help to increase active transportation, promote climate action programs, and prepare the community for extreme-weather events. The position would facilitate communications, education, engagement, and outreach to reduce greenhouse gas emissions and prepare for a changing climate.</p> <p>A number of new initiatives, services and programs require strategic communications and planning, public engagement/education campaign</p>	<p>If the position is not funded:</p> <ul style="list-style-type: none"> • risk to success of emergency preparedness campaigns • minimal public education and engagement on strategic communications around reducing greenhouse gas emissions • reduced communications around active transportation education <p>OR</p>

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		<p>development and delivery and graphic design support. The work includes supporting:</p> <ul style="list-style-type: none"> • communicating about the Active Transportation Plan’s implementation • public engagement concerning road safety and bike skills • educating the public on Climate Action initiatives • implementing the Emergency Program preparedness public education work, including reaching vulnerable populations 	<ul style="list-style-type: none"> • overall reduced communications oversight to spread resources across all departments
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*Funded by the LGCAP grant funding received by the District to advance climate action (temporary two-year term). If the funding is renewed, the position would be extended.