

## Supplementary Budget – Briefing Note

## 2018 Budget

One page brief per request

**Briefing Note required for:**

-items &gt;\$50,000

-changes in FTE

Dept	Division	Business Unit	Item	Base Supp	Amount	FTE Impact
LEG	Legal Services	11130	Legal Services Summer Student	B	12,815	.35
		11130	Laptop for Summer Student	S	2,028	

**Background:**

-Briefly provide why this is a request  
(eg. Based on 3 year history)

Legal Services has a need for a summer student to assist with legal research and legal file management. This student position would take on workload to assist the Legal Officer, Senior Legal Officer and Chief Legal Officer in lower level legal matters. This, in turn, will allow these staff to focus their attention on higher level legal work.

In the past few years, Legal Services has been taking on many more files for HROD (including labour arbitrations and WSIB appeals), Planning Services (including OMB hearings) and has brought in house all real estate transactions and almost all claims/litigation. Much of this work requires time consuming case law and legislative research. A Legal Summer Student would be an excellent resource to assist the division with this increased workload which in turn benefits the municipal corporation.

**Comment:**

- provide any further details if required, impact to user fees, etc  
(eg. Gross expenses, any revenues, subsidies, etc.)

Costed at the existing Law Student/Court Assistant compensation of Grade 3, Step 3.