

Supplementary Budget – Briefing Note

2022 Budget

2nd Summer Student - Clerical Assistant Housing Gr.2.3

Briefing Note required for:

- items +/- \$50,000 or more
- changes in FTE
- Council Priority requests

| Dept | Division | Item | Base Supp | Amount | FTE Impact |
|------|------------------|--|-----------|------------|-------------|
| CHS | Housing Services | Clerical Assistant Housing Student Gr.2.3 | S | \$9,356 | 0.29 |
| CHS | Housing Services | Transfer Funding from Housing Operations Reserve - 17316 | S | (\$9,356) | |
| | | Total: | | \$0 | 0.29 |

Background:

CK Housing Services has a base budget that provides one summer student for the Applications team and general program administration.

Comment:

The Tenant Relations Team have significant workload as an on-going issue. It is anticipated that having a summer student dedicated to this Team will alleviate some of the additional workload pressures encountered due to summer vacations being taken.

