



CITY OF
ST. CATHARINES

Memorandum

To: Budget Standing Committee

Cc:

From: Brian York, Director, Economic Development and Government Relations

Date: November 13, 2017

Subject: Economic Development - Provide more information on staffing level changes from 2014 to 2017

At its meeting of October 2, 2017, the Budget Standing Committee (BSC) requested additional information on departmental staffing level changes from 2014 to 2017.

The Economic Development division of the City of St. Catharines manages three functions including associated staff and respective budgets.

- Economic Development
- Tourism Services
- Small Business Enterprise Centre

Staffing levels from 2014 thru 2017 are as follows:

2014 – 10 full-time staff and 1 part-time staff
2015 – 8 full-time staff and 1 part-time staff
2016 – 9 full-time staff and 2 part-time staff
2017 – 9 full-time staff and 2 part-time staff

Over the past 4 years the division has experienced 9 staffing shifts thru both transition and progression for a number of reasons including:

- staff turnover
- attrition
- maternity leaves
- promotion (progressing thru salary STEP rates)
- vacancy and recruitment periods

