

The Corporation of the Town of Lakeshore

Report to Council

Chief Administrative Officer



To: Mayor & Members of Council
From: Truper McBride, Chief Administrative Officer
Date: April 14, 2020
Subject: 2020 Recruiting Program

Recommendation

This report is for information only.

Background

At the April 7th, 2020 Regular Meeting of Council, the following resolution was carried:

107-04-2020

Moved By Councillor Wilder

Seconded By Councillor Janisse

Direct Administration to discontinue recruitment activities for positions in the 2020 budget until such time as Administration reports to Council.

In Favour (6): Mayor Bain, Deputy Mayor Bailey, Councillor Wilder, Councillor Janisse, Councillor Santarossa, and Councillor Walstedt

Opposed (2): Councillor Kerr, and Councillor McKinlay

Comments

The 2020 Recruiting Program contains both new and replacement positions. The new positions were funded in the 2020 Budget and prioritized for Council to address the priority and urgent needs of the Town. Recruitment was initially delayed due to uncertainty on space and facilities with more recent holds put in place after the onset of the COVID-19 pandemic. The list below identifies the positions needed to be recruited in 2020 and breaks down those being replaced and new positions.

Replacement Positions - Hiring

- Assistant Drainage Superintendent
- Manager of Water and Waste Water
- Temporary Building Coordinator (maternity leave) to be replaced with Temporary Admin Assistant

Replacement Positions – Delayed Hiring (recruitment not yet started)

- Recreation Coordinator
- Planner III (replacement for Senior Planning Technician)
- Building Inspector

Existing Seasonal Positions – On Hold

- 3 Seasonal Marina Operators
- 5 Seasonal Parks Operator

New Positions – Already Hired

- 2 Water Distribution Operators
- 1 Water Treatment Operators

New Positions – On Hold

- Public Works Operator
- Engineering Technologist
- Purchasing Specialist – posting closed on March 23rd and resumes have been shortlisted for interviews
- Economic Development Officer
- Bylaw Compliance Officer
- EIS Project Officer
- Planner II

Student Positions – On Hold

- Engineering Co-op
- Planning Co-op
- Communications Co-op
- HR Co-op
- Bylaw Co-op
- 7 Marina Dockhands
- 2 Day Camp Coordinators
- 2 Day Camp Team Leaders
- 16 Day Camp Counsellors

As demonstrated by this list, the Town is taking a cautious and responsible approach to recruiting in order to better understand the financial impacts to the Town brought about by the COVID-19 pandemic. Staff continue to operate at or above capacity with ongoing concerns of burnout and retention challenges.

Administration is requesting continued flexibility in determining when to recruit for positions in order to address the urgent needs of the organization while balancing economic conditions.

Each position listed above, with the exception of the Economic Development Officer, and many of the student positions, is critical to the Town in order to sustain current levels of service. In the case of the Purchasing Specialist, the position is deemed necessary in order to become compliant with legislative and regulatory requirements in procurement. The Town stands to save dollars by having a dedicated and coordinated approach to purchasing. The recruitment for this position is currently underway. The posting closed on March 23rd and interviews were originally set to take place on April 17th. The planned start for this position would be late spring early summer to ensure this position is in place when regular procurement activity resumes.

The recruitment for the By-law Enforcement Officer and Planner II positions is underway, but were put on hold due to the COVID-19 emergency. The existing Building Official and temporary administrative assistance positions in the Building department are critical to fill to maintain current service levels. Under the provincial Essential Services order, building permits continue to be submitted for review. The Economic Development Officer position was scheduled to be recruited in the third quarter (September) and although it is important to be filled when the emergency is over, it is not essential that it be filled at this time.

Should Council wish to direct Administration to cut any position on the recruitment list then the Town will need to reduce service levels and review potential impacts to project delivery.

Financial Impacts

All positions listed in the 2020 Recruiting Program are funded through the 2020 Budget. At the time of writing this report, no further information is available on revenues to make determinations on potential impacts to the Town as a result of the COVID-19 pandemic. In May, Administration will be bringing a report to Council providing a very high level accounting of the risks to revenue which will be followed in early summer with the 2019 Year End and a 2020 Fiscal Update to respond to changing economic conditions.

Report Approval Details

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| Document Title: | 2020 Recruiting Program.docx |
| Attachments: | |
| Final Approval Date: | Apr 23, 2020 |

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

Rosanna Pellerito

Kristen Newman