

REPORT

Office of the Chief Administrative Officer

To: Mayor Cote and Members of Council **Date:** May 30, 2022

From: Lisa Spitale
Chief Administrative Officer **File:**

Item #: 2022-405

Subject: Staffing Resource Challenges and Implications on Departments' Service Delivery Work Plans

RECOMMENDATION

THAT Council receive this report for information.

PURPOSE

To inform City Council and the community of adjustments being made within the organization to address staff resourcing challenges. Departments are adjusting work plans in order to continue prioritizing core services and Council's Strategic Priorities.

SUMMARY

COVID has created many impacts in the community and within the organization. Several City departments are facing higher than anticipated staff vacancies due to retirements, departures and a corresponding challenge with staff recruitment.

The City prioritizes transparency and therefore, this report is written with the intent that City Council and the community are informed of the staff resources challenges currently being faced by many departments.

Attached with the covering report are five memos from the following Directors and Departments:

Dean Gibson, Director, Parks and Recreation
Emilie Adin, Director, Climate Action, Planning and Development
Erin Williams, Acting Fire Chief, Fire and Rescue Services

Eva Yip, Acting Director, Human Resources and Information Technology
Lisa Leblanc, Director, Engineering Services

Each Department head has articulated the unique challenges being faced and the realignments being made to their respective work plans and/or recruitment strategies that are in the works. Wherever possible, efforts will be made to minimize impacts to core services.

However, as noted in the attached Department memos, various regulatory processes, select Council Strategic Priorities and specific capital projects will experience timeline delays or will be deferred to 2023.

In addition to this Council report, Departments are working with the City's Communication Division to inform the City's customers (our residents and our businesses) of these pending service delivery changes.

OPTIONS

There are two options for Council's consideration; they are:

Option 1 – Receive this report for information; or

Option 2 – Provide staff with alternate direction.

Staff recommend Option 1

APPROVALS

This report was prepared by:
Lisa Spitale, Chief Administrative Officer

Attachments prepared by:

Dean Gibson, Director, Parks and Recreation
Emilie Adin, Director, Climate Action, Planning and Development
Erin Williams, Acting Fire Chief, Fire and Rescue
Eva Yip, Acting Director, Human Resources and Information Technology
Lisa Leblanc, Director, Engineering Services

This report was approved by:
Lisa Spitale, Chief Administrative Officer