

Full Authority
19 November 2020
Agenda Item: 10

Regulations Staffing Proposal

2020 has been a challenging year. A combination of factors both internal and external have created a scenario that has been unprecedented. Reduced staffing levels have been and continue to be affected by the following situations:

COVID 19 – various staff have been intermittently isolated for two week periods
Paternity Leave replacement delay
Paternity Leave replacement resignation
One Short Term Disability Leave
Ongoing Long Term Disability Leave and subsequent changes
Increased volume of work in the delivery of the Regulations and Planning Program

Fortunately, there was some relief regarding the paternity leave. Ben Colgan was hired in mid-July 2020 as the paternity leave replacement and has been an excellent replacement. As such, Ben was offered a three month extension of his contract. However, as noted, Ben has submitted his resignation and will be leaving the CVCA as he has secured a full time position with the South Nation Region Conservation Authority. His resignation here is leaving a significant hole in the delivery of the regulations program not only in terms of his talent but also regarding the contract length. There is one more month left on the contract.

With Ben's resignation, the regulations and planning complement will be reduced to 1.5 FTE (full time equivalent) which is half of the normal staff total.

I would propose that the CVCA offer a **1 year contract** to ensure adequate staffing resources are available for the Regulations and Planning Program.

Amanda and I have reviewed the savings from the reduced staff since June and are confident there will be at a minimum 6 months of saved wages from the current leaves. Therefore, these funds will be placed in reserves at year end. As well, savings from 2019 provide additional flexibility for the Board's consideration to address this situation. Further details regarding the situation will be provided at the scheduled In Camera session.

In addition to the funding consideration, the following is provided as rationale for an extended contract.

- 1) A 1 year contract starting as early as possible in January would allow the new hire an opportunity to become familiar with the regulations program prior to the start of the permitting "season".
- 2) Starting early in 2020 will ensure a candidate is in place to take advantage of Provincial Offences Officer training offered by the Ministry of Natural Resources and Forestry in conjunction with Conservation Ontario. The training is usually held in March.

- 3) A longer term contract typically will attract a wider range of candidates.
- 4) A one year term will also assist with a candidate if they need to relocate to the area.
- 5) The additional length provides stability for the program and reduces the likelihood of the contract person leaving the CVCA early in the contract.
- 6) The contract length would add stability for the program.
- 7) Opportunity to review the candidate on their merits for the entire cyclical period of the program.
- 8) Greater flexibility to possibly fill in other roles, duties or projects at the CVCA. For example, the extra time would assist with off season projects like regulation education/workshop sessions for municipal staff, especially in light of changes to the Conservation Authorities Act.
- 9) No benefits (other than OMERS would be provided to the position) would be offered, thereby assisting with keeping expenses lower.

Staff Recommendation

That the CVCA hire a Regulations and Planning employee for a temporary full time 1 year contract starting 1 January 2020.

That the Board amend the Draft 2021 Budget as required, drawing on 2020 savings, reserves and other funding opportunities.

Board Decision

TP