

MEMORANDUM - 5



TO: All Staff

FROM: George Vadeboncoeur, CAO

SUBJECT: Staff Update – COVID 19

DATE: April 24, 2020

As you know, the Province extended the Emergency Declaration until May 12th and extended a number of emergency orders until May 6th. We have just completed our sixth week with our offices and facilities closed to the public. I commend you for coming to work and doing your job under these challenging circumstances.

Last week, Department Heads and I reviewed departmental work plans for the coming weeks. From the review of work plans, a staffing model was developed to take us to May 19th. We reviewed town services based on what is **Core, Essential and Important** to the operation of the Town.

Core is defined as critical services that are listed as essential under the Province's listing of essential services, essential services delivered to the public, and the supports to those services.

Essential is defined as services that will help the Town emerge from this situation prepared to move forward immediately.

Important is defined as those specific services that are currently being delivered to seniors and children.

There are a number of Town services that do not fall under one of these categories and do not require a full complement of staff. As a result, the new staffing model moving forward sees 24 fewer positions.

My goal in developing the model was to protect full-time jobs. The first step was to review work plans with Department Heads to see how many staff we needed to deliver the services identified. The second step was see where the staffing gaps were located. The third step was to offer staff the opportunity to take a leave for the month of May so that I knew how many vacant positions existed. (Four staff took advantage of the offer). Fourth was to allocate staff to fill the gaps in the model. Earlier today, I went to Council to seek approval of my proposal.

The impact of the model is that all full-time staff that wish to work and two permanent part-time staff continue working. However, twenty-four staff are impacted, as follows:

1. Four staff (2 FT, 2 PT) on voluntary leave
2. Four part-time staff placed on leave
3. Six employment contracts suspended for one month
4. One full-time contract employee has their hours reduced to 32 hours per week.
5. Ten Staff (8 full-time & 2 part-time staff) redeployed to other departments

In total 14 staff are being placed on leave. This brings the total number of staff placed on leave to 25 since COVID-19 began.

This was a very difficult decision, but one that had to be made. This exercise was about matching staff to the core, essential and important services the Town delivers. My hope is that we will start to see an easing of restrictions as the month of May unfolds. The current staff deployment model will remain in effect until Tuesday May 19th. Department Heads and I will formally review the situation again on May 14th.

I know this is difficult to read. It is certainly the most difficult memo I have written since joining the town 14 years ago. It is also unprecedented in my 36 years working in municipal government. I know I speak for the Mayor and Council when I say we have a great team at Wasaga Beach. However, we also have a professional obligation to the organization, the taxpayer, and ourselves to make these decisions. My heart goes out to the employees affected. I will be speaking to each of them personally.

Council and I continue to appreciate the effort you are making to deliver essential services to the residents of Wasaga Beach. Thank you.

To keep informed, please visit these websites for the most current information:

Town of Wasaga Beach

Government of Canada

Province of Ontario

Simcoe Muskoka District Health Unit

If you have any questions or comments, please do not hesitate to contact me, your Supervisor, Manager or HR.

We are in this together and we will get through it together


George Vadeboncoeur
Chief Administrative Officer

c. Members of Council