

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:

