



# REPORT

To: Chair and Directors

Report Number: CS-BRD-243

From: Kari Bondaroff, Acting GM of Community Services

Date: October 5, 2023

**Subject: 2023 Community Services Staffing Requests and Pre-Budget Approvals**

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## **RECOMMENDATION #1: (Corporate Unweighted)**

That the Regional Board approve the immediate transition of the Temporary Moberly Lake Fire Chief into a full-time position with wages and benefits to be allocated 75% to Function 335 – Moberly Lake Fire, and 25% to Function 300 – Emergency Planning.

## **RECOMMENDATION #2: (Corporate Unweighted)**

That the Regional Board approve the immediate transition of the Temporary Health and Safety Officer into a full-time position with wage allocations to be allocated to Function 100 - Administration.

## **BACKGROUND/RATIONALE:**

Recruitment and retention of staff, contractors, and volunteers is seemingly getting more and more difficult. For staff to fully commit to the PRRD, it is important that the PRRD commit to staffing requirements.

### Moberly Lake Fire Department

In 2022, the PRRD transitioned the Moberly Lake Fire Department (MLFD) in-house. In order to establish a foundation, the role of the Fire Chief was posted as a temporary full-time position. Since that time, there have been two different people in the role. Some of the benefits of having this position as a full-time permanent position include:

- Improving operational efficiencies to allow a secured PRRD position to focus on long-term strategic planning, training development, and departmental improvements.
- Strengthening community trust that an employee is committed to staying within the community.
- Aligning the department with industry standards and expectations for full-time staff to be in leadership positions.
- Creating job security for staff to allow for work-life balance, recruitment and retention, and dedication to the organization.

### Health and Safety Officer

The original intent of the Health and Safety Officer (HSO) was to assist with COVID-19 related activities such as contingency plans and operational requirements resulting from the pandemic. Since that time, the role of the HSO has grown into much more. The PRRD is legislated to have a Joint Occupational Health and Safety Committee (JOHSC) that oversees the Joint Occupational Health and Safety Program. This is a piece of work that has historically touched many employees and has been a challenge for

existing staff to find enough time to proactively create and update safety processes. Some of the actionable requirements of a HSO include:

- Being responsible for ongoing development, deployment, and maintenance of the PRRD Occupational Health and Safety Program (OH&S).
- Facilitating the implementation of the OH&S Program, working with the managers to ensure ongoing improvement of business processes.
- Leading and/or participating in HSE cross-functional programs, projects, initiatives & campaigns.
- Conducting workplace inspections and audits in conjunction with the JOHSC Committee.
- Reviewing and providing feedback on incident investigation reports to ensure root cause determination and corrective completion, accountability, and management ownership to drive effective change plus mitigation of future risk.
- Developing and maintaining standards for operational safety documentation.
- Initiating and conducting trend analysis, providing findings, solutions, coaching and communicating shared learnings.
- Fostering a Health & Safety culture through regular operational support, including but not limited to program/project development, deployment, communication, training, field/remote support & coaching.
- Producing and/or supporting the compilation of site visit reports and recommendations for improvement.
- Managing claims from accident reporting for return of worker for modified duty and claim closure.
- Developing and implementing audit programs to review and assure compliance with applicable Health and Safety standards.
- Providing advice and guidance to employees on the interpretation of safety policies and regulations.
- Supporting other organizations within the district with OH&S regulations/requirements.

### **ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

### **STRATEGIC PLAN RELEVANCE:**

- Human Resource Management
  - Develop an Employee Retention and Recruitment Strategy

### **FINANCIAL CONSIDERATION(S):**

These positions are exempt from the Union Collective Agreement, the wage steps are subject to the Exempt Staff Agreement standards. Temporary employees are offered 14% in lieu of benefits and holidays. The difference between full-time wages and temporary wages are minimal, however, the difference is that staff can take allotted paid sick and medical time as needed and are offered a vacation package that allows for rest periods within the year. In addition, benefits increase from 14% in lieu to approximately 30% for full-time staff.

The HSO position has been funded through the COVID grant funds to date. Moving forward, this position will need to be funded through requisition in Function 100 – Administration.

**COMMUNICATIONS CONSIDERATION(S):**

Upon Board approval, the Full-Time positions will be posted internally as soon as possible.

**OTHER CONSIDERATION(S):**

None at this time.