

**Meeting Date:** July 7, 2025  
**Department:** CAO  
**Report No.:** CAO-2025-14  
**Submitted by:** Rob Browning, Chief Administrative Officer  
**Approved by:** Rob Browning, Chief Administrative Officer

**SUBJECT:** Staffing Plan 2025-2028

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**RECOMMENDATION:**

**THAT:** Council receive the Staffing Plan 2025-2028 as information, and further;

**THAT:** Council approve the Staffing Plan 2025-2028 in principle, and further;

**THAT:** Council approve the following positions for 2025:

- Reclassification of the positions of Supervisor of Parks and Recreational Facilities & and Supervisor of Recreational Programs and Community Liaison to Manager positions;
- Conversion of the contract By-law position to full-time employee status;
- New position of Financial Analyst in Financial Services;
- New position of HR/Health and Safety Specialist in Human Resources;
- New position of part-time Fire Services Technician in Fire Services;
- New position of Project Manager in the Environmental Services Division of Engineering and Public Works, and further;

**THAT:** all of these positions will be funded from the current municipal and Water/Waste Water Utility budgets for 2025, and further;

**THAT:** the positions for 2026, 2027 and 2028 be referred to their respective budget processes for their respective year.

**BACKGROUND:**

On June 9, 2025 at a Council Workshop, the Staffing Plan 2025-2028 was presented for discussion with the Municipal Council. The development of the plan was driven by a number of factors. A few are:

1. A recommendation of the Service Delivery Review
2. Staff Turnover
3. Workload
4. Backlog of Council Requests and Reports

**COMMENTS:**

The Senior Leadership Team worked diligently to develop a plan that is realistic and reasonable as well as being fiscally responsible. If the funding was readily available, all of the requests for the four year plan could be implemented with full workloads today.

The four year plan addresses the needs of today. Position justifications are attached for review by Council. Senior staff will build the plan out to 10 years. Years 6-10 will address the needs for projected growth. Each year staff and Council can review the plan during budget and determine if the needs remain aligned.

**CONSULTATION:**

Council Workshop

Senior Leadership Team and staff

**FINANCIAL IMPLICATIONS:**

The cost in 2025 is estimated at \$163,861.80 and is dependent on specific start dates of the positions. The funds are included in the current budget as part of the \$400,000.00 approved by Council for the Service Delivery Review and from other allocations in the municipality's and the Water/Waste Water Utility's current budgets.

**ALTERNATIVE(S) TO THE RECOMMENDATION:**

1. (Alternative, if any)
2. Council to provide alternate direction.

**STRATEGIC PLAN ALIGNMENT:**

This matter is in accord with the following strategic priorities:

- **Customer Service:** The municipality offers seamless, responsive service and an exceptional experience for every customer.
- **Growth Management:** Strathroy-Caradoc will be an inclusive community where growth is managed to accommodate a range of needs and optimize municipal resources.

**ATTACHMENTS:**