

### **BUDGET COMMITTEE REQUEST:**

Provide details on the current vacancy rate and turnover rate, with and without retirees, and how that trends against 2023 and 2022. Provide municipal government specific (i.e. other municipalities) benchmark data on vacancy rates. Provide regular updates on town vacancy rate.

### **RECOMMENDATIONS:**

- That the information be received.

### **KEY FACTS:**

- Average annual vacancy rate is on the decline.
- The trend on turnover rates is beginning to stabilize and a normative rate of 6-7% is projected.
- Turnover is a natural part of an employee's life cycle and allows for new talent to join the organization. However, there is a balance in ensuring turnover isn't too high or too low.
- Oakville's turnover rate trends lower compared to other municipalities and the general workforce.

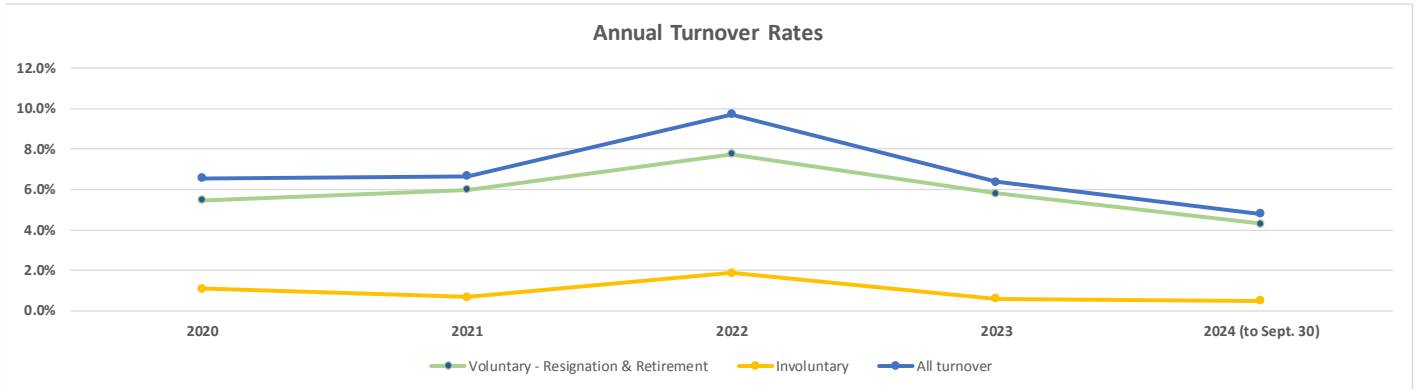
### **COMMENTS/OPTIONS:**

#### **Vacancy Rate Trends**

The average annual vacancy rate for full time permanent positions is on the decline. In 2022, the rate was 8.7% (N=102), in 2023, it was 7% (N=83) and year to date for 2024, as of September 30, it is 6.3% (N=77). As of September 30, 2024, we have 69 active vacancies (vacancy rate = 5.6%).

## Turnover Rate Trends

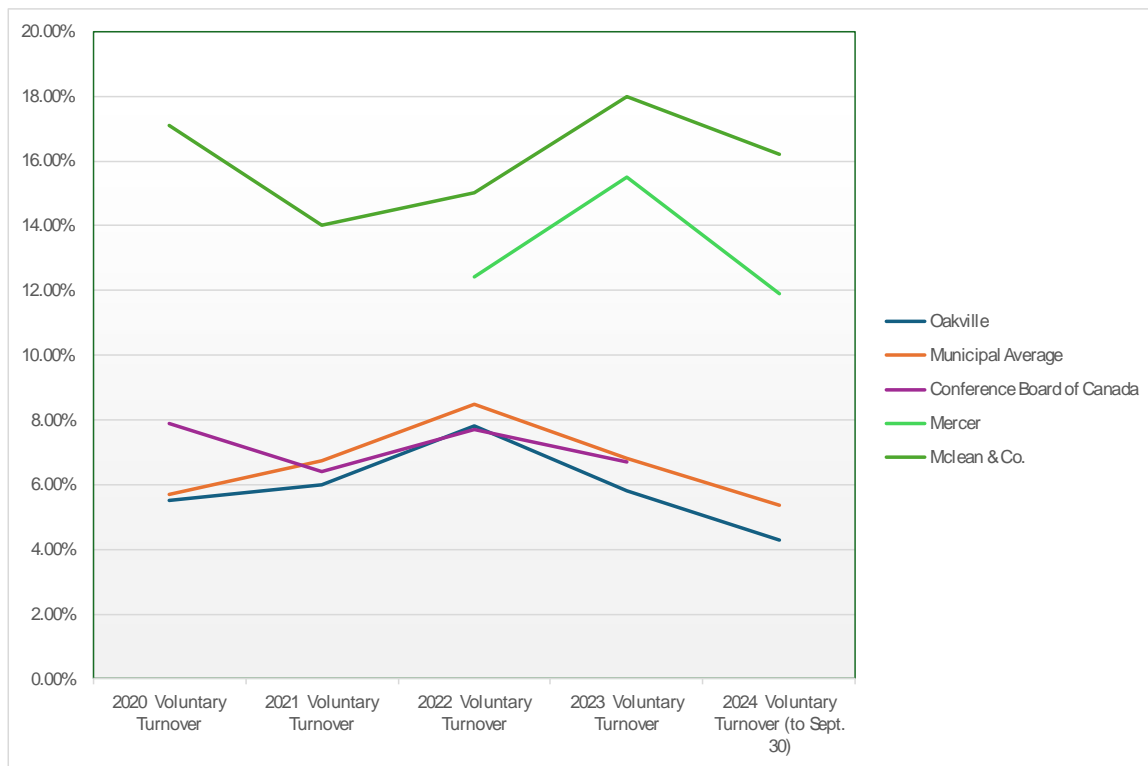
	2020	2021	2022	2023	2024 (to Sept. 30)
Voluntary - Resignation & Retirement	5.5%	6.0%	7.8%	5.8%	4.3%
Resignation only	1.3%	3.0%	4.3%	3.6%	2.4%
Retirement only	4.1%	3.0%	3.5%	2.2%	1.9%
Involuntary	1.1%	0.7%	1.9%	0.6%	0.5%
All turnover	6.6%	6.7%	9.7%	6.4%	4.8%



The 2022 peak was anticipated due to the pandemic and a known retirement cohort. Like other employers, we continue to experience some challenges in filling specialized full-time positions, some part-time positions and temporary contract positions to meet capital project and supplemental staffing needs. Our active recruitment strategy, including the development of marketing and branding initiatives, as well as staffing resources to keep up with recruitment administration and outreach, continues to be effective to help mitigate challenges.

## Turnover Rate Benchmarking

	2020 Voluntary Turnover	2021 Voluntary Turnover	2022 Voluntary Turnover	2023 Voluntary Turnover	2024 Voluntary Turnover (to Sept. 30)
<b>Oakville</b>	<b>5.50%</b>	<b>6.00%</b>	<b>7.80%</b>	<b>5.80%</b>	<b>4.30%</b>
Municipal Average	5.71%	6.74%	8.50%	6.80%	5.37%
Conference Board of Canada	7.90%	6.40%	7.70%	6.70%	
Mercer			12.40%	15.50%	11.90%
Mclean & Co.	17.10%	14.00%	15.00%	18.00%	16.20%



Oakville's voluntary turnover rate trends lower compared to other municipalities and the general workforce. The range of municipally reported voluntary turnover ranged between a low of 3.6% and a high of 17.1%.

Regular updates on the vacancy rate will be included in the quarterly financial progress reports from Finance.