

REPORT

Oakville Public Library Board

Meeting Date: April 17, 2025

FROM: Oakville Public Library

DATE: April 8, 2025

SUBJECT: Employee Retention and Turnover Metrics – April 17, 2025

RECOMMENDATION:

That the Employee Retention and Turnover Metrics report be received for information.

KEY FACTS:

The following are key points for consideration with respect to this report:

- The Oakville Public Library (OPL) regularly reviews employee retention and turnover to support its commitment to attracting and retaining talent.
- OPL's turnover rate for Q1 2025 is consistent with the previous two years.
- OPL continues to monitor retirement projections to support workforce planning.

BACKGROUND:

As of Q1 2025, a total of 3 employees have separated from OPL as indicated in Chart 2.

There are no distinguishing patterns for the reason for separation in 2025 to date.

In reviewing the retirement projections for 2025, OPL is projecting a similar number of retirements to 2024. Based on average age of retirement for public sector employees in 2024 as reported by Statistics Canada, approximately 11% of OPL's workforce could retire. Most of those potential retirements are front-line casual and part-time positions within branches. OPL will continue to monitor retirement trends due to the external factors.

Overall, OPL is projecting a similar number of separations in 2025 as the previous year. This is based on the consistent turnover rate seen over the last five years.

Chart 1: Q1 Turnover Rate

Turnover Rate % (as of March 31)	
2023	2.27%
2024	2.16%
2025	2.08%

Chart 2: Q1 Reasons for Turnover

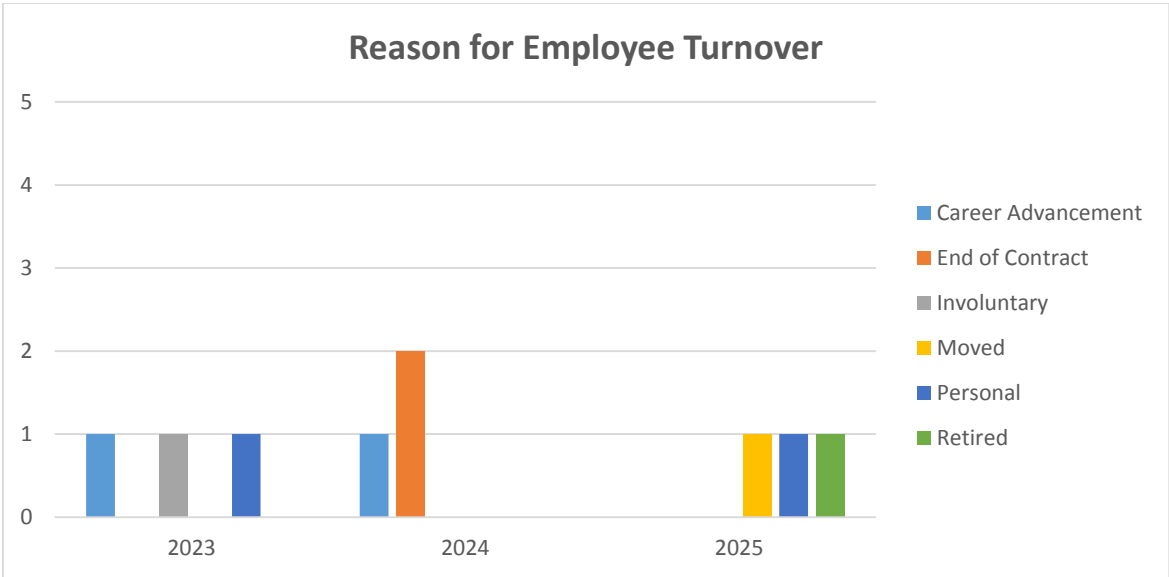


Chart 3: Employment Status/Turnover Rate

Employment Status	
Full-time	2%
Part-time	1%
Casual	1%

Chart 4: Retention

Retention Rate % (Q1 2025)
92%

Definitions

- Retention Rate % calculation - # of staff with 1+ years *100/# of employees at the beginning of a period (January 1)
- Turnover rate % calculation - # of employees separated/# of employees at the beginning of a period (January 1)
- Personal – Defined based on Service Canada's Record of Employment (ROE) with the exception of Career and Retired
- Employment status/turnover rate % calculation - # of employees separated/# of employees at the beginning of a period (January 1)

Reference

Statistics Canada - [Retirement age by class of worker, annual](#)

Prepared by:
Tricia Agnew, Manager, Human Resources

Submitted by:
Tara Wong, CEO