

## Supplementary Budget – Briefing Note

## 2022 Budget

## Economic Development - Economic Development Officer Re-Organization

**Briefing Note required for:**

- items +/- \$50,000 or more
- changes in FTE
- Council Priority requests

Dept	Division	Business Unit	Item	Base Supp	Amount	FTE Impact
CD	Economic Development	Economic Development General Admin	Economic Development Officer (EDO) Re-org (Total Base Adjustment)	B	(\$41,175)	(1.00)

**Background:**

The Economic Development Services Division was previously staffed for six full time Economic Development Officers consisting of three Economic Development Officers 1 (EDO1) and three Economic Development Officers 2 (EDO2) using a zone coverage on what is referred to as the “Boots on The Street” Strategy. Under this strategy, Chatham-Kent was divided into three zones North (Wards 3, 4 and 5), South (Wards 1 and 2) and Chatham proper being Ward 6. Each zone was assigned both an EDO1 and EDO2 to service that area. In years prior, the EDO2’s were referred to as Small Business Consultants. The EDO1’s were listed at a Grade 8 level and the EDO2’s were listed at a Grade 6 level.

Earlier this year, an EDO2 staff member left the organization and this created an opportunity to further evaluate the EDO’s responsibilities and coverage.

**Comment:**

There is generally no difference between the responsibilities of all the EDOs with the exception of their client target market and how they are funded (a portion is funded through the Province of Ontario) and the specific programs and KPI’s that are unique to each sector. It has been very apparent during these times, that the small business sector requires additional support, especially given the expected increase in demand for Small Business and Entrepreneurial Services as we continue to transition out of the COVID pandemic. However, Economic Development Services’ have determined that all of the business sectors can be managed with five EDOs with realigned job responsibilities and with support from the Director and Manager, as has always been the case. The zones have been amended accordingly to ensure continued coverage across Chatham-Kent.

Total EDO FTE’s to be reduced to five EDOs at the grade 8 level vs three3 EDOs at Grade 8 and three EDOs at Grade 6.

This would result in an annual Base Budget savings of \$41,175.

