

# Human Resources Department

Council Orientation  
December 18<sup>th</sup>, 2018



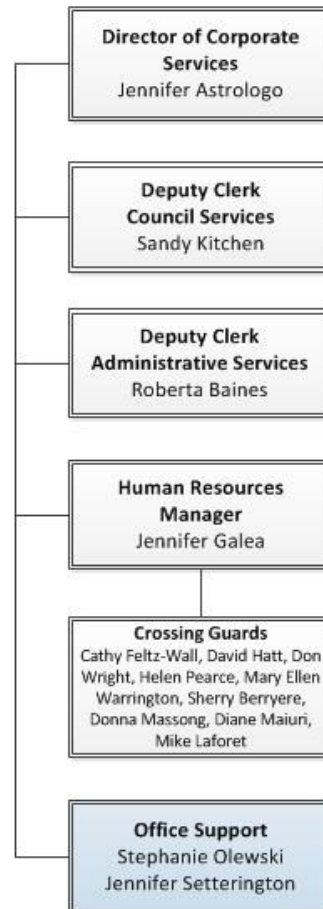
# Overview

Human Resources is responsible for all personnel matters, including employee records, recruitment, employee benefits, monitoring contract agreements, training programs, policy development, HR support and advice to administration and council and members of the Personnel Committee.

- Relevant Legislation:
  - *Employment Standards Act, 2000*
  - *Occupational Health and Safety Act*
  - *Ontario Labour Relations Act*
  - *Workplace Safety Insurance Act (WSIB)*
  - *Ontario Human Rights Code*



# Organizational Chart



# 2018 Budget

In 2018 the HR budget was \$63,000

- Operating Budget Items
  - Training and Development- HR Downloads and Safety Training
  - Recruitment Costs- Advertising and back ground checks
  - Teambuilding Activities including retirement and service awards
  - Professional Fees- legal advice and ergonomic assessments
- Capital Budget Items
  - Office chairs
  - Non- union pay equity maintenance reviews
  - Complete union pay equity review



# Highlights from 2018

- Negotiated the Collective Agreement for Part-time staff
- Recruited :
  - 16 Municipal Staff positions of which 8 were internal promotions
  - 17 Summer Student and Committee positions
  - 5 Fire Department positions
- Union pay equity including; review of all positions for full-time and part-time collective agreements
- Non-Union pay equity review completed and salary grid increased
- Redefined the H&S Committee for Townhall and Fire Department
- Established Human Resource training bi-annual



# Goals for 2019

- Time and Attendance- to an automated system, Diamond system improvements
- Policy Review Project
- Update and refine the performance review process
- Develop an onboarding plan for new staff
- Departmental Succession Planning
- Strategic plan- 2019 goals



# Plans- 2019 GOALS

- Strategic Plan
  - Efficient & Responsive Municipal Operations
    - Municipal wide review of human resources to identify peaks and valleys in operating cycles to improve staff utilization and cross departmental co-operation
  - Develop Key Performance Indicators (KPI)'s to monitor the efficient and effective service delivery and build into staff performance evaluations

