



## Town of Riverview Human Resources Monthly Report

To: Colin Smith, CAO

Prepared by: Tyla Finlay, Director, HR

Date: March 21, 2017

Month: March 2017

**Agenda Item:**

**Meeting Date:**

For use by Office of the Town Clerk only

### Section 1: Operational Dashboard

Metric	Current YTD	Previous YTD	Trend
WorkSafeNB Lost Time Claims	0	2	<2016
Employee Placements	97	93	>2016
	<b>Monthly Average</b>	<b>Monthly Average</b>	<b>Trend</b>
Full-time Turnover Rate	1.02	1.02	<2016
Part-Time Turnover Rate	5.00	5.00	<2016

### Section 2: Status of Department's Operational Priorities for 2017

Priority	Status
Lead Health & Safety employee engagement	<ul style="list-style-type: none"><li>Continuing with our commitment in participating with the Safety Leadership Pilot Program with WorkSafe NB and Robert Lennon a planning session is scheduled on March 21 with all Directors and Supervisors to ensure engagement in this initiative from the beginning. This session will be reviewing the details on how we will be rolling out this initiative to all employees over the course of 2017.</li><li>Health and Safety Program has been updated for 2017, roll out will begin in April 2017.</li><li>First Aid Training and Refreshers begin the week of March 27.</li></ul>
Implement competency-based employee performance management system	<ul style="list-style-type: none"><li>On-going, employees are continuing to work on plans.</li></ul>
Lead enrichment of employee engagement	<ul style="list-style-type: none"><li>Employee Wellness Program – Conducted a Lunch &amp; Learn on Women's Heart Health Session which had 2 Guest Speakers. This was well attended with 16 Employees coming out and attending – Shawnee Kyte won the tickets to the NB Heart Truth event on May 6<sup>th</sup>.</li><li>Winter Play Department Challenge – Contest Completed March 19, 2017. The Department with the widest variety of activities completed will win Trophy and the</li><li>"Title of the Biggest Player in Town" In addition there will be an individual prize awarded to the individual who tried the widest variety of activities.</li></ul>



### **Section 3: Other Notable Development & Highlights for Council's Attention:**

#### **Staffing:**

Mathieu Melanson resigned as Municipal Engineer March 9, 2017.

The following table summarizes recruitment activity in **March 2017**:

<b>Position</b>	<b>Department</b>	<b>Successful Candidate</b>	<b>Appointment Date</b>
Municipal Engineer	Engineering & Public Works	On-going	On-going
Community Recreation Worker (Aquatics)	Parks and Recreation & Community Relations	On-going	On-going

#### **Student Employment Program:**

Currently we are making offers for the following positions:

- Coordinator Assistants
- General Programs
- Visitors Information Center Counselor
- Student Office Assistant

Continue interviewing for the following:

- Engineering Assistant
- Park and Pool Maintenance

#### **Employee Relations:**

As I am new to the Town of Riverview, I have been spending the last few weeks with all departments spending time getting to know and meeting all employees – to date I have visited all Facilities, and have spent time with all departments.

#### **Professional Development:**

Jodi McMackin attended the Business and Bacon – NB Mentor Apprentice Program session on March 16th. It was the 2nd installment of their Master Mentor Speaker series, featuring Keynote Speaker Moncton Mayor Dawn Arnold.

Diane Rosenow, Theresa Butts and Jodi McMackin attended the HRANB – Benefits and Awards on March 21st. Cheryl Ball, CPM spoke on of the most common audit issues is excluding taxable benefits and awards from employment income. Employers are responsible for: determining whether the benefits they offer are taxable to their employees, adding the value of those benefits to reportable income; and, withholding the required statutory deductions to Canada Revenue Agency (CRA).

Tyla Finlay, Meghan Walsh and Jodi McMackin attended the International Women's Forum which had many different accomplished Women's Speakers from different industries speaking about their "Call to Action".