

Town of Riverview

HR DEPARTMENT MONTHLY REPORT



To: Colin Smith, CAO

Prepared by: Tyla Finlay, Director HR

Date: October 19, 2022

Month & Year: October 2022

Section 1: Operational Dashboard

July-September 2022

Metric	Current YTD	Previous YTD	Trend
WorkSafe NB Lost Time Claims	*1	3	<2021
Employee- Fulltime	103	101	>2021
	Monthly Average	Yearly Average	Trend
Full-Time Turnover Rate	1.03	1.01	>2021

*1 – Employee has since returned to full duties

Recruitment Metrics

Position	Department	Posted	Status	Time To Fill
HR Advisor	Human Resources	October 6, 2022	Posted	
Clerk Receptionist-Aquatics	Parks, Recreation and Community Relations	Sept. 28, 2022	Posted	
Volunteer Firefighter	Fire	August 24, 2022	Interviewing	

Section 2: Status of Department's Operational Priorities for 2022

Priority	Status
Lead Occupational Health and Safety	<ul style="list-style-type: none">Monthly JHSC meeting (Prepare reports and any outstanding actions).Work with Worksafe NB on 1 lost time injury.WHMIS Training for all employeesFirst Aid Training for all departmentsTraining scheduled for 2022 for Health and Safety for employees.Facility a new online program for safety checks

	<ul style="list-style-type: none"> • Reviewing vaccination process for Public Works Employees
Maintaining and overseeing Labour Management, Performance, Compensation and Benefits	<ul style="list-style-type: none"> • Open Q3 check-in, for non-bargaining employees. Support those employees who are new to the process or need some guidance. • Labour Management with IAFF and CUPE Attend monthly meetings for both IAFF and CUPE, Actions agenda issue pertaining to HR prior to next meeting. • Labour Management- Employee Performance with 5 employees. • Benefits renewal process with Director of Finance was completed in early July. • Retirement Plans and discussions with 3 employees – 1 retirement in September 2022. • Completed 1 Compensation Survey – (AMANB)
Lead enrichment of employee engagement and Wellness	<ul style="list-style-type: none"> • Launched New Employee Recognition Program. • Continued to fostering employee relationship within departments • Provided Coaching for other Directors in team building and relationship building. • Encouraged Employee collaboration between different departments. • EAP communications and increased support for all employees and families. • Organized and celebrated 1st annual Municipality Week
HR Operational Management and Oversight	<ul style="list-style-type: none"> • Conducting interviews for the above posted postings, prepared questions and scheduling – Large recruitment volume over summer months. • Training scheduled developed for employees in 4 different sessions for the History of Aboriginal Peoples. 3 sessions held to date. 4th training completed Sept. 28, 2022 • Implementing the 4 Day Compressed Work Week pilot starting June 6, 2022 and extension until October 11, 2022 • Introduced survey to employees and implemented extension for trial period for 4 Day Compressed Work Week until October 11, 2022. • Attended Tapping into Immigrant Talent to Solve Skills Shortages in Greater Moncton • Attended Atlantic Canada Compensation Review for 2022 seminar. • Conducted learning sessions for hourly employees on email log-ins for Public Works and Parks and Recreation departments.

Report Approval Details

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Attachments:	
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This report and all of its attachments were approved and signed as outlined below:

Colin Smith - Oct 19, 2022 - 1:33 PM