

Town of Riverview
HR & COPORATE COMMUNICATION
DEPARTMENT MONTHLY REPORT



To: Colin Smith, CAO

Prepared by: Tyla Finlay, Director HR

Date: February 17, 2023

Month & Year: February 2023

Section 1: Operational Dashboard

Metric	Current YTD	Previous YTD	Trend
WorkSafe NB Lost Time Claims	0	1	<2022
Employee- Fulltime	102	103	<2022
	Monthly Average	Yearly Average	Trend
Full-Time Turnover Rate	0	1.05	<2022

Recruitment Metrics

Position	Department	Posted	Status
Summer Student Positions (Multiple)	Various Departments	December 2022	Screening Candidates
Manager of Economic Development & Projects	Development & Legislative Services	February 1, 2023	Screening Candidates
Executive Administrative Assistant	Development & Legislative Services	February 6, 2023	Screening Candidates
Paramedic/Firefighter	Fire	November 15, 2022	Interviewing

Section 2: Status of Department's Operational Priorities for 2023

COMMUNICATIONS	
Objectives	Actions
Build Riverview brand awareness	<ul style="list-style-type: none">• Provided communications and event planning support for Winter Carnival• News releases

<p>Strategic Plan Service Excellence, Building a Sustainable Community, Thriving Community, Active and Engaged Community</p>	<p>Jan 11 Riverview Senior's Round Table Launches Age-Friendly Community Survey</p> <p>Jan 16 Prevention Starts At Home: Test Your Home For Radon With A Free Test Kit & Protect Your Family From Lung Cancer</p> <p>Jan 18 2023 Riverview Winter Carnival promises to be snow much fun for all ages</p> <p>Jan 23 Storm Closure Notice</p> <p>Jan 27 Skating Oval Closed for Maintenance</p> <p>Jan 27 Council Highlights - January 24, 2023</p> <p>Feb 2 Winter Carnival Ignite Date Changed to Sunday, February 5</p> <p>Feb 6 Water main break on Yale Avenue</p> <p>Feb 8 Road Closure: Buckingham Ave</p> <p>Feb 15 Council Highlights - February 13, 2023</p> <ul style="list-style-type: none"> Engage residents and businesses in celebrating Riverview's 50th anniversary. FEB update - create and share request for business spotlight form, update all TOR email signatures, collateral coordination (50th branding)- Worked with vendor to create online store for 50th Anniversary merchandise, available to the public to order. Demand and engagement will be measured to inform future limited edition swag items throughout 2023 Wrote and published the following articles in our 2023 Business Spotlight Series – Guardian Pharmacy (Jan 12)Terry's Bake Shop (Jan 19)Authentic Asian Food (Jan 24)Rehab 1 (Feb 2)The Good Guys Brewshop (Feb 10)King's Krown (Feb 16)
<p>Establish TOR as an Employer of Choice</p> <p>Strategic Plans</p>	<ul style="list-style-type: none"> Created the outline for research and content plan, to implement with Comms Officer

Service Excellence, Active & Engaged Community	<ul style="list-style-type: none"> Published volumes 21-23 of internal newsletter to engage and inform TOR employees of recent highlights, community events, and news
Service Excellence Strategic Plans Service Excellence	<ul style="list-style-type: none"> Reviewed job description for Communications Officer in anticipation of upcoming recruitment of a candidate in March- Goal is to have this filled in April 2023. Worked with Finance to create a new (user-friendly) look for budget documents, uploaded new 5 Year Capital Plan to website

HUMAN RESOURCES	
Objectives	Actions
HR & Communications Operational Management Oversights	<ul style="list-style-type: none"> Conducting interviews for the above posted postings, prepared questions, and scheduling. Created new template for Job postings. Applied for Grants for Summer Positions – SEED and Canada Summer Jobs Orientation sessions for new employees hired in February. Weekly Meetings for both Departments Attended the EDI committee meeting. Training of New Employees within HR Department. DMS Record Keeping for HR Files.
Maintaining and overseeing Labour Management, Performance, Compensation and Benefits.	<ul style="list-style-type: none"> Support new employees in developing their Performance Objectives. Collect and review non-bargaining Employees objectives for 2023. 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 1 employee. Benefits renewal process files beginning with new Director of Finance & Information Technology Retirement Plans and discussions with 3 employees – 1 retirement in July 2023, (2) October 2023. Benefits training with Manulife for new employees. Compensation review for employees. EAP Communications and increased support for all employees and their families.
Lead enrichment of employee engagement and Wellness	<ul style="list-style-type: none"> New Employee Recognition Program. Looking at increasing awareness of new program Continued to foster employee relationships within departments. Provided Coaching for other Directors in team building and relationship building. Encouraged Employee collaboration between different departments.

	<ul style="list-style-type: none"> • Continue to build on new communication screens at the operations centre and arena for employee announcements, upcoming events etc.
Occupational Health and Safety	<ul style="list-style-type: none"> • Monthly JHSC meeting (Prepare reports and any outstanding actions). • WHMIS Training for all employees • First Aid Training for all departments • Training scheduled and completed for 2023 for Health and Safety for employees. • Reviewing vaccination process for Public Works Employees • Implementing new vaccination process for Parks and Recreation Employees assigned to arena. • Training for employees who want to receive it on Opioid Poisoning. • Review and rebrand employee safety manual. • Reintroduce – Safety Talks subjects for all departments.