

Town of Riverview

October Monthly Report



To: Colin Smith

Prepared by: Tyla Finlay

Date: October 18, 2017

Month & Year: October 2017

Section 1: Operational Dashboard

Metric	Current YTD	Previous YTD	Trend
WorkSafeNB Lost Time Claims	0	2	<2016
Employee Placements	98	93	>2016
	Monthly Average	Monthly Average	Trend
Full-time Turnover Rate	0	1.02	<2016

Section 2: Status of Department's Annual Operational Priorities

Priority	Status
Lead Health & Safety employee engagement	<ul style="list-style-type: none"> Continuing with our commitment in participating with the Safety Leadership Pilot Program with WorkSafe NB and Robert Lennon a planning session was scheduled on September 27th with all Directors and Supervisors. This past session was on Hazard IDs Participants were asked to conduct Safety Contact sessions prior to next session. Governance committee has been established for the Health and Safety Program – Consisting of 7 members (Directors and Supervisors). 4th Workshop is scheduled for October 26th, 2017 Employees from the Joint Health & Safety Committee attended the WorkSafe NB Conference, along with members of the HR, and Engineering and Public Works departments.
Implement competency-based employee performance management system	<ul style="list-style-type: none"> On-going, employees are continuing to work on plans.
Lead enrichment of employee engagement	<ul style="list-style-type: none"> October is Healthy Workplace Month – providing several different sessions (Breath & Stretch, Yoga, Chair Yoga, Healthy Snacks and Flu Clinics). Printed and distributed Fall Activity Calendar Available for all employees.

Section 3: Other Notable Developments & Highlights for Council Attention

The following table summarizes recruitment activity from **October 2017**:

Position	Department	Screening/Interviewing	Successful Candidate
Casual – Clerk Receptionist 6 Month Term Position	Parks and Recreation & Community Relations	Candidate offered role	
Manager of Recreational Facilities & Assets	Parks and Recreation & Community Relations	Job Posted until October 24th	
Skate Park Attendant	Parks and Recreation & Community Relations	Screening applications	

Professional Development:

Jodi McMackin attended the CPHRNB Breakfast Session September 19th – Legal Updates and the CPHRNB Breakfast Session October 18th – Compensation Trends & Strategies

Tyla Finlay, Ashley Arrowsmith, Karen Thompson and Jodi McMackin attended the University & College Education Fair to recruit potential students for summer employment – Applications going out mid- December with deadline for end of January 2018. This was held October 17th and 18th.