



To: Colin Smith, CAO

Prepared by: Human Resources Department

Date: January 21, 2025

Month & Year: December 2024 & January 2025

Section 1: Operational Dashboard

December 2024

Metric	Current YTD	Previous YTD	Trend
WorkSafe NB Lost Time Claims	4	1	>2023
Employee- Fulltime	112	103	>2023
	Monthly Average	Yearly Average	Trend
Full-Time Turnover Rate	1.79%	1.05	<2023

January 2025

Metric	Current YTD	Previous YTD	Trend
WorkSafe NB Lost Time Claims	0	4	<2024
Employee- Fulltime	112	112	=2024
	Monthly Average	Yearly Average	Trend
Full-Time Turnover Rate	1.79%	1.05	<2024

We have 0 Employee currently out due to workplace injuries.

Talk of the Town Points Program: December 2024

Department	≥50 Points
Parks, Recreation & Community Relations	23 (74%)
Engineering & Public Works	20 (61%)
Fire & Rescue	16 (62%)
Town Hall (Finance & IT, HR & Corporate Services, EcDev)	21 (100%)
All Departments	77 (72%)

Talk of the Town Points Program: January 2025

Department	≥50 Points
Parks, Recreation & Community Relations	25 (72%)
Engineering & Public Works	20 (63%)
Fire & Rescue	17 (66%)
Town Hall (Finance & IT, HR & Corporate Services, EcDev)	21 (100%)
All Departments	82 (73%)

Recruitment Metrics

December 2024 - 2025 – 19 job openings

2/19 – Job postings are closed to date.

Job Openings for 2024 / 2025

Position	Department	Posted	Status
Utility Worker I - Aquatics	Parks, Recreation & Community Relations	November 06, 2024	Hired FT – Samantha Williamson, started on January 20, 2025.
Equipment Operator II	Engineering and Public Works	November 12, 2024	Hired FT – Colby Pickard, started on January 06, 2025.
Firefighter-Paramedic	Fire & Rescue	December 02, 2024	The recruitment process has progressed to the interviewing stage.
2025 - Summer Student Recruitment	Parks, Recreation & Community Relations - Engineering and Public Works. HR & Corporate service. Finance & IT	December 17, 2025	(10) summer student positions were posted externally across several departments. Of the 31 positions available, 10 have been confirmed by returning students. These positions will start from May 2025 to August 2025.
Training Officer	Fire & Rescue	January 10, 2025	Posted Internally
Casual Labour – (4 months Term)	Parks, Recreation & Community Relations - Pool	January 08, 2025	Posted Externally with a closing date of January 22, 2025.
Community Recreation Worker – Aquatics – (18 Months Term)	Parks, Recreation & Community Relations - Pool	January 10, 2025	Posted Externally with a closing date February 4, 2025.
Youth Programmer – Skatepark - PT	Parks, Recreation & Community Relations - Skatepark	January 10, 2025	Position Externally with a closing on January 25, 2025.
Utility Worker III – 4 months Term	Parks, Recreation & Community Relations	January 20, 2025	The position was posted internally, but no applications were received. Therefore, the position will be posted externally this week.

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. Orientation sessions for new Full time & Part time employees conducted End of December & early January (online, Town hall & at the operation center) Issued the offer letters to all newly hired employees. • Department Bi-Weekly Meetings • DMS Record Keeping for HR Files • Submitted applications for the Canada Summer Jobs grant for the 31 summer students' positions. • Submitted applications for the SEEDS funding for the 31 summer students' positions. • Volunteered for half a day to assist with Christmas decorations at Harvest House. • Organized a long service awards lunch to recognize the hard work of 25 employees who reached a milestone in their careers • Conducted a CUPE salary comparison with other municipalities (Dieppe, Bathurst & Miramichi). • Employees attending an ICS 200 course for two days at the fire station.
Maintaining and overseeing Labour Management, Performance, Compensation and Benefits.	<ul style="list-style-type: none"> • Reviewing and collecting 2024 objectives for the non-bargaining employees. – Opened the Q4 Check-in Process and closed out the performance reviews for 2024. • Labour Management with IAFF and CUPE Attend monthly meetings for both IAFF and CUPE, Actions agenda issue pertaining to HR prior to next meeting. • One-on-One meetings have been scheduled for employees who are eligible to retire. • Retirement Plans and discussions with 1 employees to date in 2025. • Employee Benefits and planning for LTD for 1 employee. • Benefits training with Manulife for new employees. • Compensation review for employees within CUPE. • EAP Communications and increased support for all employees and their families.
Lead enrichment of employee engagement and Wellness	<ul style="list-style-type: none"> • As of December 2024, 99% of employees participated in the program and 72% reached the 50-point tier or above. • As of January 2025, 99% of employees participated in the program and 73% have reached the 50-point tier or above. • The December engagement challenge was themed around giving back to the community, and employees were given points for supporting the United Way and Albert County Food Bank through various initiatives. • In January, employees have earned points by engaging in surveys to help guide the employee engagement program through 2025. Employee Recognition Program. There were 30 Employee Spotlight nominations in December, bringing the 2024 total to 200. There have been 8 Employee Spotlight nominations in January so far. • Continued to foster employee relationships within departments. • Provided Coaching for other Directors in team building and relationship building. • Encouraged Employee collaboration between different departments. • 4 Day Compress Workweek ended October 11, 2024, conducted online survey for employees and manager to complete
Occupational Health and Safety	<ul style="list-style-type: none"> • TOR received money back from Worksafe NB as part of there performance refunds that some employers received. • WHMIS Training for all employees - currently have over 80% employees that have completed this online training • New schedule for 2025 First Aid Training has been sent to all departments.

	<ul style="list-style-type: none">• Prepared and sent the Monthly Safety Talks to employees (Including awareness posters), ensuring each month covered a different topic.• Monthly JHSC meeting (Prepare reports and any outstanding actions).
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