

# Town of Riverview

## November Monthly Report



To: Colin Smith

Prepared by: Tyla Finlay

Date: November 20, 2017

Month & Year: November 2017

**COW 11/27/2017 – 7g.1**

### 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"><li>Continuing with our commitment in participating with the Safety Leadership Pilot Program with WorkSafe NB and Robert Lennon a session was scheduled on October 26th, 2017 , this workshop was on Job Safety Briefings which is defined as a series of interactions that focuses on the specific safety requirements/instructions and exposures associated with a work task. This includes a discussion of: the mechanisms for reducing risk and controlling exposures, and lessons learned from previous experience. The final session tied in all four sessions of the program which included: Foundations, Safety Contacts and Physical Hazard Inspection.</li><li>Governance committee has been established for the Health and Safety Program – Consisting of 7 members (Directors and Supervisors). Continuing to work on the progress the group has established.</li><li>Coaching session is being scheduled for December 2017</li><li>Also we are looking at Bob Lennon to return to do an overall update on the program with all employees in Early 2018.</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>November 1<sup>st</sup>, was “Take your Kids to Work” we had 4 employees participate. Safety Orientation, Introduction and Tour was provided to students.</li> <li>November 8<sup>th</sup>, participated in a career fair at Eastern College for new grads for Summer Employment.</li> <li>Update session was provided to all Town Hall Employees given by the 4 Directors within the building (Town Clerk, Economic Development, Finance and HR).</li> </ul>

### Section 3: Other Notable Developments & Highlights for Council Attention

#### Recruitment:

Position	Department	Successful Candidate	Appointment Date
Manager of Recreational Facilities & Assets	Parks & Recreation & Community Relations	Interviews Scheduled November 28th	On-going
Life Guard	Parks and Recreation & Community Relations	On-going	On-going
Clerk/Receptionist (1 year Mat Leave)	Town Hall – Finance	Interviewing	On-going

#### Professional Development:

Tyla Finlay and Jodi McMackin attended the CPHRNB Managing Marijuana & Other Substance Use and Abuse in the Workplace on November 21st, 2017