

Town of Riverview

June Monthly Report



To: Colin Smith, CAO

Prepared by: Tyla Finlay, Director HR

Date: June 19, 2017

Month & Year: June 2017

Section 1: Operational Dashboard

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

Section 2: Status of Department's Operational Priorities for 2017

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 June 15 with all Directors and Supervisors. This past session was on Safety Contacts, and had us out meeting with staff having discussions on positive safety actions.Governance committee has been established for the Health and Safety Program – Consisting of 7 members (Directors and Supervisors).Incident Investigation took place on May 24th (1st one with new process and training conducted last month). This was a result of damaged caused by Contractor.
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">"Day of Caring" –Employees participated in the day for United Way on landscaping project at Lakeside Manor. – Employees got to use their new Volunteer Day.Launched the new "Summer Fling Challenge" – June 21-September 4th, prize awarded to the most active department and the most active individual.

Section 3: Other Notable Developments & Highlights for Council Attention

Staffing:

The following table summarizes recruitment activity in **June 2017**:

Position	Department	Successful Candidate	Appointment Date
No Vacancies			

Professional Development:

Jodi McMackin attended the CPHRNB for June - How to Keep it Legal- The Latest Legal Trends in Human Resources.

Tyla Finlay attended training with the Trauma Healing Centres on June 1st on PTSD and First Responders.

Report Approval Details

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

Colin Smith - Jun 22, 2017 - 8:31 AM