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THE REGIONAL MUNICIPALITY OF NIAGARA

HUMAN RESOURCES COMMITTEE

REPORT 12-2002

Minutes of a meeting of the Human Resources Committee, held in Committee Room 4, Regional Municipal Building, Thorold, Ontario, on Tuesday, December 10, 2002, commencing at 9:00 a.m.

ATTENDANCE

- Committee: Councillors Nicholson, Chair; Zimmerman, Regional Chair; Andreychuk; Bailey; Collins; Muir; Saracino; Thomson.
- Staff: Messrs. Trojan, Chief Administrative Officer; Nicol, Commissioner, Human Resources Department; Hollick, Regional Clerk; Ms. Gilroy, Deputy Regional Clerk.
- Staff (Part-time): Mr. Bacchus, Commissioner, Corporate Services Department; Ms. de Montmorency, Compensation and Benefits Manager; Ms. Elliott, Director, Organizational Development and Compensation Services; Ms. Fontana, Director, Corporate Health Services and Employee Relations; Mr. Hagar, Employee Relations Manager, Human Resources Department; Ms. Herbai, Co-ordinator, Employee Benefits; Mr. Miron, Corporate Health Services Manager; Ms. Ricci, Administrative Assistant, Clerk's Office; Ms. Smith, Administrative Assistant to the Commissioner of Human Resources.
- Other: Mr. Milutinovic, HRIS Project Manager.

HUMAN RESOURCES DEPARTMENT

94. 2003 Current Budget

Mr. Bacchus, Commissioner, Corporate Services Department, provided an overview of the 2003 Current Budget, with reference to Reports CAO 14-2002, CAO 16-2002, CAO 19-2002, and a memo outlining 2003 Current Budget Opportunities for Reductions in the Impact on the 2003 Tax Rate. He provided a chronology of the budget process, and details of the reduction, program changes and other assumptions that have been, and are still being, considered as efforts to minimize the anticipated budget increase. Mr. Bacchus reviewed the budget reductions outlined in Report CAO 16-2002,

explained “debt charges”, and advised that a consolidation of the budgets will be brought forward to a Special Committee of the Whole meeting on December 19, 2002. He further advised that the Police Budget would be coming to the Budget Review Committee in late January.

95. Human Resources Department – 2003 Current Budget

Mr. John Nicol, Commissioner of Human Resources, provided an overview of Report HR 50-2002 outlining the services provided by the Human Resources Department. He explained the recommended reduction for the Department in Report CAO 16-2002, which will delay the hiring of the 0.6 fte Employee Relations Manager until April 1, 2003. Mr. Nicol provided highlights of the Human Resources Department budget related to cost avoidance savings associated with the cost of benefits (e.g. LTD, dental coverage) and comparisons to other governmental groups; Human Resources benchmarking and best practices in comparison to private and public sector data; and the ratio of Human Resources payroll to Corporate payroll.

Moved by Councillor Andreychuk
Seconded by Councillor Thomson

That Report HR 50-2002, Human Resources Department – 2003 Current Budget, be received for information.

That this Committee recommend to Regional Council that the 2003 Current Budget for the Human Resources Department be approved with the \$10,398 reduction in salaries and benefits as recommended in Report CAO 16-2002, and with the elimination of the \$60,000 for the Quality of Work Life action plan.

Carried.

96. Council Business Plan – 2002 Update
Significant Achievements, Work in Progress,
And Plans for 2003

Moved by Regional Chair Zimmerman
Seconded by Councillor Muir

That Report CAO 14-2002, regarding Council Business Plan – 2002 Update: Significant Achievements, Work in Progress, and Plans for 2003, be received for information.

Carried.

97. 2003 Current Budget Opportunities for
Reductions in the Impact on the 2003 Tax Rate

Moved by Councillor Regional Chair Zimmerman
Seconded by Councillor Muir

That Report CAO 16-2002, regarding 2003 Current Budget Opportunities for Reductions in the Impact on the 2003 Tax Rate and the memo, which was Supplemental to CAO 16-2002, be received for information.

Carried.

98. 2003 Capital Budget
Potential Reductions/Deferrals

Moved by Councillor Regional Chair Zimmerman
Seconded by Councillor Muir

That Report CAO 19-2002, regarding 2003 Capital Budget – Potential Reductions/Deferrals, be received for information.

Carried.

HUMAN RESOURCES DEPARTMENT

99. Salary Survey:
Local Area Municipalities – Selected Positions

Moved by Councillor Thomson
Seconded by Councillor Saracino

That Report HR 46-2002, regarding Salary Survey: Local Area Municipalities – Selected Positions, be received for information.

Carried.

100. Recognition For Employee and
Workplace Health Promotion Initiatives

Mr. John Nicol, Commissioner of Human Resources, provided an overview of Report HR 48-2002, commending staff for their Gold Heart Healthy Workplace Award, and the Eat Smart! Workplace Cafeteria Award of Excellence for the Headquarters Cafeteria. He expressed special congratulations to the Corporate Wellness Committee, CERT Committee Chair Betty Staines, and Sheila Taylor, our cafeteria food services provider.

Moved by Councillor Bailey
Seconded by Councillor Collins

That Report HR 48-2002, Recognition for Employee and Workplace Health Promotion Initiatives, be received for information.

Carried.

101. Occupational Health and Safety Audit, 2003

Mr. John Nicol, Commissioner of Human Resources, provided an overview of Report HR 49-2002, noting that the Corporation has commissioned the Municipal Health and Safety Association to conduct a comprehensive audit for the Corporation. The audit will identify corporate strengths, and areas of opportunities respecting health and safety policies and practices at the Region, as well as provide associated recommendations for implementation of same. Mr. Nicol advised a further report would be submitted in March, 2003.

Moved by Councillor Saracino
Seconded by Councillor Thomson

That Report HR 49-2002, Occupational Health & Safety Audit, 2003, be received for information.

Carried.

CLOSED SESSION

102. Moved by Thomson
Seconded by Bailey

That this Committee do now meet in Closed Session for purposes of receiving information of a confidential nature.

Carried.

103. Non-Union Salary Structure for 2003 Budget

Moved by Thomson
Seconded by Saracino

That Report HR 38-2002, Non-Union Salary Structure for 2003 Budget, be received.

Carried.

104. Non-Union Salary Structure for 2003 Budget – Alternative Proposal

Moved by Thomson
Seconded by Saracino

That Report HR 45-2002, Non-Union Salary Structure for 2003 Budget – Alternative Proposal, be received and the recommendations contained therein, be approved.

Carried.

105. Implementation Consultant for HRIS/
Payroll/Time and Attendance Project

Moved by Andreychuk
Seconded by Bailey

That Report HR 47-2002, Implementation Consultant for HRIS/Payroll/Time and Attendance Project, be received, and the recommendation contained therein, be approved.

Carried.

106. Collective Agreement Negotiations
Ontario Nurses' Association and its Local 9 – Public Health

Moved by Regional Chair Zimmerman
Seconded by Councillor Thomson

That Report HR 51-2002, Collective Agreement Negotiations – Ontario Nurses' Association and its Local 9 – Public Health, be received, and the recommendation contained therein, be approved.

Carried.

107. Oral Report

Mr. Nicol, Commissioner, Human Resources Department, provided an update on negotiations with ONA Local 9 – Homes, and advised a written report would be submitted at the next meeting.

108. Moved by Councillor Thomson
Seconded by Councillor Bailey

That this Committee do now rise with report.

Carried.

OTHER BUSINESS

109. Councillors' Salaries – One-third tax exemption

Regional Chair Zimmerman and Councillor Thomson discussed Councillors' salaries with respect to the one-third tax exemption and the impact on pensionable earnings. Councillor Thomson advised that the Council of the City of Niagara Falls had supported a motion to give Councillors a choice as to whether they "opt" for the exemption.

Please see Staff Directions.

STAFF DIRECTIONS

Staff was asked to obtain a copy of the resolution passed by the Council of the City of Niagara Falls, and the legal opinion of Mr. Ed Lustig, Solicitor, with respect to the one-third tax exemption for Councillors' salaries, and be prepared to address same at Council's meeting of December 19, 2002.

ADJOURNMENT

The Committee adjourned 10:45 a.m. to meet again on **Tuesday, January 15, 2003, at 9:30 a.m.** in Committee Room 4, Regional Headquarters.

Rob Nicholson
Chair

Pam Gilroy
Deputy Regional Clerk

Thomas R. Hollick
Regional Clerk