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THE REGIONAL MUNICIPALITY OF NIAGARA

HUMAN RESOURCES COMMITTEE

REPORT 1-2003

Minutes of a meeting of the Human Resources Committee, held in Committee Room 4, Regional Municipal Building, Thorold, Ontario, on Tuesday, January 14, 2002, commencing at 9:30 a.m.

ATTENDANCE

Committee: Councillors Nicholson, Chair; Zimmerman, Regional Chair; Andreychuk; Bailey; Collins; Harry; Muir; Saracino; Smeaton; Thomson.

Staff: Messrs. Trojan, Chief Administrative Officer; Nicol, Commissioner, Human Resources Department; Hollick, Regional Clerk; Ms. Gilroy, Deputy Regional Clerk.

Staff (Part-time): Ms. Elliott, Director, Organizational Development and Compensation Services; Ms. Fontana, Director of Corporate Health Services and Employee Relations; Ms. Partington, Director, Population Health Division; Ms. Peacefull, Co-ordinator, Corporate Education and Development; Ms. Roach, Manager, Infant Education and Parent Teaching Program.

CLERK'S OFFICE

1. Procedure to Select the Committee Chair and Vice-Chair of the Standing Committees

Mr. Hollick, Regional Clerk, called for nominations for the position of Chair of the Human Resources Committee.

Moved by Councillor Muir
Seconded by Councillor Harry

That Councillor Nicholson be appointed as Chair of the Human Resources Committee for a one-year term.

The Clerk called a second and third time for nominations for the position of Chair of the Human Resources Committee. There being no other nominations, it was:

Moved by Councillor Collins
Seconded by Councillor Andrychuk

That nominations for the position of Chair of the Human Resources Committee be closed.

Carried.

The Regional Clerk, with the agreement of Councillor Nicholson, declared him Chair of the Human Resources Committee for a one-year term.

Mr. Hollick called for nominations for the position of Vice-Chair of the Human Resources Committee.

Moved by Councillor Nicholson
Seconded by Councillor Thomson

That Councillor Andrychuk be appointed Vice-Chair of the Human Resources Committee for a one-year term.

Mr. Hollick then called a second and third time for nominations. There being no other nominations, it was:

Moved by Councillor Thomson
Seconded by Councillor Muir

That nominations for the position of Vice-Chair of the Human Resources Committee be closed.

Carried.

The Regional Clerk, with the agreement of Councillor Andrychuk, declared him Vice-Chair of the Human Resources Committee for a one-year term.

Moved by Councillor Saracino
Seconded by Councillor Harry

That Report CLK 01-2003, Procedure to Select the Committee Chair and Vice-Chair of each of the Standing Committees, be received.

Carried.

2. Day and Time of Regular Meetings for Standing Committees

Moved by Councillor Thomson
Seconded by Councillor Saracino

That Report CLK 02-2003, Day and Time of Regular Meetings for Standing Committees, be received.

That regular meetings of the Human Resources Committee be held on Tuesdays of the first committee week of the month, beginning at 9:30 a.m. in accordance with a schedule approved, from time to time, by Regional Council.

That special meetings be held at such times and such places as may be appropriate, pursuant to the provisions of the procedural by-law.

Carried.

(Please note: Reports CLK 01-2003 and CLK 02-2003 are attached to the CFS Committee minutes.)

HUMAN RESOURCES DEPARTMENT

3. Public Health Department Infant Education and Parent Teaching Program (IEPT) Enhanced Funding

Mr. Nicol, Commissioner, Human Resources Department, introduced Lynne Roach, Manager, Infant Education and Parent Teaching Program, who was in attendance to answer questions from Committee. He advised that Report HR 01-2003/PHD 01-2003 had been approved at the Community and Health Services Committee meeting on Monday, January 13, 2003.

Moved by Councillor Thomson
Seconded by Councillor Bailey

That Report HR 01-2003/ PHD 01-2003, Infant Education and Parent Teaching Program (IEPT): Enhanced Funding Report, be received for approval; and

That approval be granted to enhance the IEPT staff complement.

Carried.

(Please note: Report HR 01-2003/PHD 01-2003 is attached to the CHS Committee minutes.)

4. Staffing Enhancement – Increase of Part-time
To Full-time positions: Manager, Healthy Babies/
Healthy Children, Population Health Division

Moved by Councillor Thomson
Seconded by Councillor Smeaton

That Report HR 02-2003/ PHD 04-2003, Staffing Enhancement – Increase of Part-time to Full-time Position: Manager, Healthy Babies/Healthy Children, Population Health Division, be received for information.

That the increase of the position of Manager, Healthy Babies/Healthy Children (HBHC) from part-time (0.6 fte) to full-time (1.0 fte) for the purpose of providing appropriate coverage of a large team, be approved.

Carried.

(Please note: Report HR 02-2003/PHD 04-2003 is attached to the CHS Committee minutes.)

Please see Staff Directions.

5. Corporate Employee Recognition Team
(CERT) “Recognition of Excellence” Award Winners

Mr. Nicol, Commissioner, Human Resources Department, provided an overview of Report HR 03-2003 and congratulated the recipients of the first “Recognition of Excellence” Awards for this year. He noted that during 2002, Council formally recognized seventeen (17) employees and two (2) teams.

Moved by Councillor Harry
Seconded by Councillor Andrychuk

That Report HR 03-2003, Corporate Employee Recognition Team (CERT) “Recognition of Excellence” Award Winners, be received for information.

Carried.

6. Recognition

Mr. Nicol, Commissioner, Human Resources Department, introduced Fiona Peacefull, Co-ordinator, Corporate Education and Development. He extended congratulations to Fiona for her recent completion of the Human Resources Management Certificate, and her eligibility to receive a Certified Human Resources Professional (CHRP) designation. Regional Chair Zimmerman, and Councillor Nicholson, Committee Chair, reiterated Mr. Nicol's congratulations, and noted their appreciation for her hard work and enthusiasm.

OTHER BUSINESS

7. Budget Information

Councillor Collins requested an update on the delivery of the CAO report and agenda package for the Committee of the Whole meeting on Thursday, January 16, 2003.

Mr. Trojan, Chief Administrative Officer, advised that a CAO report was being prepared and would be circulated electronically, and by courier to Councillors today, January 14, 2003. He noted that the Niagara Regional Police Services Board had met yesterday and information from that meeting had meant amendments to the report. Mr. Trojan further advised that the budget would be presented in a two-stage approach: the first being more imminent and temporary to achieve Council's target; and the second, being the development of more long-term sustainable measures.

Regional Chair Zimmerman pointed out that Council should provide the direction for the budget target, and staff will make the determination as to how this can be achieved.

8. Welcome

Councillor Muir, on behalf of the Human Resources Committee, welcomed Councillor Smeaton back, after his period of absence. Councillor Smeaton expressed appreciation to everyone for their kind wishes during his recent illness.

9. **CONFLICT OF INTEREST**

Councillor Smeaton declared an indirect pecuniary interest with respect to the Renewed Collective Agreement with ONA 9 (Homes), as he is employed by a seniors' home, and he therefore vacated the Committee Room, and took no part in the discussion of, or voting, on this matter.

CLOSED SESSION

10. Moved by Councillor Bailey
Seconded by Councillor Muir

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

Carried.

11. ONA 9 (Homes)
Renewed Collective Agreement

Mr. Nicol, Commissioner, Human Resources Department, provided an overview of Report HR 04-2003, and introduced Ms. Lora Fontana, Director of Corporate Health Services and Employee Relations, and Chair of the Management Negotiating Team.

Moved by Councillor Collins
Seconded by Councillor Saracino

That Report HR 04-2003, regarding the collective agreement between ONA 9 (Homes for the Aged) and the Regional Municipality of Niagara, for the thirty-six month period of April 1, 2001 to March 31, 2004, be approved as per the December 9, 2002 Memorandum of Settlement, and as reported by the Commissioner of Human Resources; and

That the Regional Chair and Clerk be authorized to execute the collective agreement on behalf of the Regional Municipality of Niagara.

Carried.

12. Moved by Councillor Bailey
Seconded by Councillor Harry

That this Committee do now rise with report.

STAFF DIRECTIONS

Community Services and Public Health staff were asked to include any potential employee benefits and office accommodation costs for any position that is 100% funded, and clarify whether the funding covers these associated costs. (Councillor Collins) (Minute Item 4 on page HR 4.)

ADJOURNMENT

The Committee adjourned at 10:15 a.m. to meet again on Tuesday, February 11, 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