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THE REGIONAL MUNICIPALITY OF NIAGARA

HUMAN RESOURCES COMMITTEE

REPORT 02-2003

Minutes of a meeting of the Human Resources Committee, held in Committee Room 4, Regional Municipal Building, Thorold, Ontario, on Tuesday, February 11, 2003, commencing at 9:30 a.m.

ATTENDANCE

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

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

Staff (Part-time): Ms. Casement, Employee Relations Manager; Ms. Consigli, Human Resources Associate; Ms. Elliott, Director, Organizational Development and Compensation Services; Ms. Fontana, Director of Corporate Health Services and Employee Relations; Mr. Hagar, Employee Relations Manager; Ms. Mills, Supervisor, Quality Assurance and Program Evaluation, Community Services Department; Ms. Peacefull, Co-ordinator, Corporate Education and Development; Ms. Speranzini, Manager, Organizational Development; Mr. Ventresca, Director, Seniors Services, Community Services Department.

HUMAN RESOURCES DEPARTMENT

7. **Corporate Learning Catalogue - January to June 2003**

Moved by Councillor Saracino
Seconded by Councillor Harry

That Report HR 05-2003, Corporate Learning Catalogue for the period January through June, 2003, be received for information.

Carried.

8. 2002 Human Resources Department Annual Report

Mr. Nicol, Commissioner, Human Resources Department, provided an overview of Report HR 06-2003, and responded to questions from the Committee.

Mr. Nicol highlighted the following areas:

- shared services and service level agreements for human resources services; assistance to the Niagara Regional Police Services Board, notwithstanding the point that there is no shared service agreement;
- Human Resources Benchmarking Annual Survey – the department's operating expense ratio of 0.3% of the Corporation's operating expense represents the least operating budget expense ratio of Human Resources services reported by the nine municipal corporations who participated in the 2002 Human Resource Benchmarking study, and second most cost efficient operating expense of the 76 Canadian public sector participants;
- the awards presented to the CERT Committee and the Corporate Wellness Committee, as well as the Regional Headquarters Cafeteria;
- the strategic direction of the Department towards a more collaborative and strategic state, rather than a disciplinary, transactional one; hoping to move toward a learning organization;
- major activities in each of the functional areas of the department: Corporate Health Services and Employee Relations and the Organizational Development and Compensation Services, including background and success of the Human Resource Associate service model.

In response to a question from the Committee, Mr. Nicol advised that the shared service agreements for human resources services are based on true cost recovery, and as recently reviewed for purposes of 2003 fees by the Manager of Partnership Development, Office of Corporate Strategy.

Councillor Nicholson, Committee Chair, commended staff for their hard work, dedication and excellent performance across so many different responsibilities.

Moved by Councillor Harry
Seconded by Councillor Andrychuk

That Report HR 06-2003, 2002 Human Resources Department Annual Report, be received for information.

Carried.

9. Quality of Work Life Employee Survey Report

Mr. Nicol, Commissioner, Human Resources Department, briefly outlined Report HR 08-2003, and noted that the survey provides a corporate, individual departmental, and in some cases, functional, overview of the quality of work life in the Region. He explained that the information provided will be used to develop work action plans for specific areas that have been identified for improvement.

Moved by Councillor Andrychuk
Seconded by Councillor Collins

That Report HR 08-2003, – Quality of Work Life Employee Survey Report, be received for information.

Carried.

(Please see Staff Directions.)

10. 2002 Semi-Annual Compensation Report
for Non-Union Hires, Red-Circled & Market Sensitive Positions

Mr. Nicol, Commissioner, Human Resources Department, provided an overview of Report HR 07-2003, highlighting salient points. He pointed out that the ten-year average for promotions from within was 77%, which represented the greatest percentage of internal promotion than any other municipal government participating in the annual Human Resources Benchmarking Survey.

Moved by Councillor Smeaton
Seconded by Councillor Harry

That Report HR 07-2003, 2002 Semi-Annual Compensation Report for Non-Union Hires, Red-Circled & Market Sensitive Positions, be received for information.

Carried.

11. **CONFLICT OF INTEREST**

Councillor Smeaton declared an indirect pecuniary interest with respect to any matters related to homes for the aged, 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

12. Moved by Councillor Harry
Seconded by Councillor Saracino

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

Carried.

- 13 Personnel Issue - Community Services Department

Mr. Nicol, Commissioner Human Resources, provided an oral report on recent action on a Personnel Issue concerning a management employee in the Community Services Department.

- 14 Collective Agreement Negotiations Update
for Ontario Nurses' Association and its Local 9 – Public Health

Mr. Nicol, Commissioner Human Resources, provided an update on Report HR 09-2003, and advised he will keep Committee apprised as negotiations progress.

Moved by Councillor Harry
Seconded by Regional Chair Zimmerman

That Report HR 09-2003 Collective Agreement Negotiations Update for Ontario Nurses' Association and its Local 9 – Public Health, be received as a status update on the Collective Agreement negotiations with the Ontario Nurses' Association and its Local 9 – Public Health.

Carried.

(Please see staff directions.)

- 15 Full-time Registered Dietitian in Seniors Services

Moved by Regional Chair Zimmerman
Seconded by Councillor Harry

That Report HR 10-2003 Full-time Registered Dietitian in Seniors Services, and the recommendations contained therein, be approved.

Carried.

16. **CONFLICTS OF INTEREST**

Councillor Andreychuk declared an indirect pecuniary interest with respect to any matters related to Deer Park Villa, as his mother is a resident there, and he therefore vacated the Committee Room and took no part in the discussion of, or voting, on this matter.

Regional Chair Zimmerman declared an indirect pecuniary interest with respect to any matters related to Deer Park Villa, as a relative is a resident there, and she therefore vacated the Committee Room and took no part in the discussion of, or voting, on this matter.

17. Approval of Agreement to Operate
Deer Park Villa in the Town of Grimsby

Moved by Councillor Collins
Seconded by Councillor Harry

That Report HR 11-2003/COM 8-2003, Approval of Agreement to Operate Deer Park Villa in the Town of Grimsby, and the recommendations contained therein, be approved.

Carried.

18. 2003 Non-Union Salary Structure Adjustment Options

Ms. Debbie Elliott, Director Organizational Development and Compensation Services, and Mr. Nicol, Commissioner, Human Resources Department,, provided detail on Report HR 12-2003, and responded to questions from Committee. Mr. Nicol distributed additional ancillary information.

Moved by Councillor Harry
Seconded by Councillor Andrychuk

That Report HR 12-2003 2003 Non-Union Salary Structure Adjustment Options, and the recommendations contained therein, be approved.

Carried.

19. Moved by Councillor Collins
Seconded by Councillor Andrychuk

That this Committee do now rise with report.

Carried.

STAFF DIRECTIONS

Staff was asked to:

- Provide Councillor Nicholson with a copy of the full report on the Quality of Work Life Survey (Minute Item 9)
- Review and report on the feasibility of privatizing public health nursing responsibilities undertaken by the Public Health Department (Minute Item 14)

ADJOURNMENT

The Committee adjourned at 11:20 a.m. to meet again on Tuesday, March 11, 2003, 9:30 a.m., Committee Room #4, Regional Headquarters.

Rob Nicholson
Chair

Pam Gilroy
Deputy Regional Clerk

Thomas R. Hollick
Regional Clerk