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## THE REGIONAL MUNICIPALITY OF NIAGARA

### HUMAN RESOURCES COMMITTEE

#### REPORT 06-2003

Minutes of a meeting of the Human Resources Committee, held in Committee Room 4, Regional Municipal Building, Thorold, Ontario, on Tuesday, July 15, 2003, commencing at 9:30 a.m.

#### ATTENDANCE

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

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

Staff (Part-time): Mr. Bacchus, Commissioner, Corporate Services Department; Mr. Banting, Director, Legal Services; Ms. Elliott, Director, Organizational Development and Compensation Services; Ms. Fontana, Director of Corporate Health Services and Employee Relations; Mr. Lockyer, Treasurer, Financial Management & Planning; Mr. Roach, Manager, Public Works Financial Services.

#### HUMAN RESOURCES DEPARTMENT

44. Staff Composition by Department  
2000 to 2002 and Approved 2003  
Department Staff Complements

Moved by Councillor Muir  
Seconded by Regional Chair Zimmerman

That Report HR 26-2003, July 15, 2003, Staff Composition by Department – 2000 to 2002 and Approved 2003 Department Staff Complements, be received for information.

Carried.

[The Regional Chair referenced the July 2003 Canadian Taxpayers Federation report entitled "Report Card on Municipal Performance Measurements" and noted that of the 30 municipalities sampled as to "administrative costs", the Region was recognized as having the third lowest administrative costs \(2.25%\) as a percentage of total budget in 2001 and that this percentage had](#)

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declined from 2.42% in 2000 when we had the lowest percentage. Staff were congratulated accordingly.

Legal Indemnification Policy

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Mr. Nicol, Commissioner Human Resources Department, explained that in April, 2003, Regional Council recognized the legal risks faced by Councillors and staff in carrying out their duties on behalf of the Corporation. Because the Province had introduced "Monetary Penalties" and had increased its aggressiveness in the inspection and enforcement initiatives, these risks were particularly high in the area of water and wastewater management. Council immediately approved the granting of financial support for Councillors and staff charged or ordered to pay penalties and requested that a full corporate policy be developed as quickly as possible. Mr. Nicol advised that Report HR 28-2003/CSD 105-2003/PWA 105-2003 provides the requested policy, and commended Mr. Banting, Director, Legal Services, for his work on this report.

Moved by Councillor Smeaton  
Seconded by Councillor Bailey

That Report HR 28-2003/CSD 105-2003/PWA 105-2003, July 15, 2003, Legal Indemnification Policy., be approved, and

That the attached Corporate Policy be implemented, effective as of Council's approval in principle on April 17, 2003.

Carried.

46. HRIS/Payroll/Time and Attendance Project

Councillor Nicholson, Committee Chair, noted that, Report HR 29-2003/CSD 107-2003, was being presented in response to the request for additional information from the Human Resources Committee meeting of June 10, 2003.

Mr. Nicol, Commissioner Human Resources Department, provided an overview of Report HR 29-2003/ CSD 107-2003, highlighting the benefits of continuing with the additional phases of the project, the savings to be derived from changing to bi-weekly pay, the rationale for initiating bi-weekly pay in January, 2005, and the importance of considering the potential impact of such a change on the capacity of staff to accommodate this and other significant payroll system related adjustments in 2004.

Moved by Regional Chair Zimmerman  
Seconded by Councillor Harry

That Report HR 29-2003/CSD 107-2003, July 15, 2003, Additional Information HRIS/Payroll/Time & Attendance Project, be received for information.

Carried.

**CORRESPONDENCE**

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47. Regional Chair Zimmerman explained that Council had asked that the remuneration for members of Council be reviewed before the end of this term of office, and Communication HR 2-2003 was being presented to provide Council with additional information. The Regional Chair's salary will not be reviewed.

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Moved by Regional Chair Zimmerman  
Seconded by Councillor Harry

That Communication HR 2-2003, being a letter from John S. Nicol, Commissioner of Human Resources, (July 11, 2003), with respect to AON Consulting Study – Council Remuneration Survey 2003 (survey attached), be received

Carried.

Moved by Regional Chair Zimmerman  
Seconded by Councillor Harry

That the annual remuneration for Regional Councillors be changed to \$28,000, beginning in the next term of Council.

Carried.

**CONFLICT OF INTEREST**

48. Councillor Smeaton declared an indirect pecuniary interest with respect to any matters related to the 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 these matters.

**CLOSED SESSION**

49. Moved by Councillor Saracino  
Seconded by Councillor Harry

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

Carried.

50. Labour Relations Strategy for  
Operation of Deer Park Villa

Ms. Lora Fontana, Director Corporate Health Services & Employee Relations,  
provided an overview of Report HR 27-2003/ COM 41-2003.

Moved by Councillor Muir  
Seconded by Councillor Collins

That Report HR 27-2003/COM 41-2003, Labour Relations Strategy for  
Operation of Deer Park Villa, be received, and the recommendations  
contained therein, be approved.

Carried.

51. HRIS/Payroll/Time and Attendance Project

Moved by Councillor Thomson  
Seconded by Councillor Harry

That staff provide a further report with respect to [current payroll personnel  
challenges associated with the new EIS system](#).

Carried.

52. Moved by Councillor Muir  
Seconded by Councillor Collins

That this Committee do now rise with report.

Carried.

**ADJOURNMENT**

The Committee adjourned at 11:15 a.m. to meet again on Tuesday, August  
12, 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