

THE REGIONAL MUNICIPALITY OF NIAGARA

HUMAN RESOURCES COMMITTEE

REPORT 09-2003

Minutes of a meeting of the Human Resources Committee, held in Committee Room 4, Regional Municipal Building, Thorold, Ontario, on Tuesday, December 16, 2003, commencing at 9:30 a.m.

ATTENDANCE

Committee: Councillors Nicholson, Chair; Partington, Regional Chair; Almas, Collins, Davidson, Harry, Heit, Leavens, Mastroianni, Salci, Saracino.

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; Mr. McQueen, Project Manager, Public Safety; Mr. Miron, Corporate Health Services Manager; Ms. Peacefull, Co-ordinator, Corporate Education and Development; Mr. Roberts, Manager, Land Ambulance Services; Ms. Staines, Chair, CERT.

CLERKS OFFICE

80. Procedure to Select the Committee Chair
Of each of the Standing Committees

Peter Partington, Regional Chair, called for nominations for the position of Chair of the Human Resources Committee.

Moved by Councillor Collins
Seconded by Councillor Harry

That Councillor Nicholson be nominated for the position of Chair of the Human Resources Committee.

Carried.

The Regional Chair called a second and third time for nominations for the position of Chair of the Human Resources Committee.

Moved by Councillor Leavens
Seconded by Councillor Davidson

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

Carried.

There being no other nominations, Regional Chair Partington, with the agreement of Councillor Nicholson, declared him Chair of the Human Resources Committee.

Councillor Nicholson, Committee Chair, called for nominations for the position of Vice-Chair of the Human Resources Committee.

Moved by Councillor Saracino
Seconded by Councillor Davidson

That Councillor Mastroianni be nominated for the position of Vice-Chair of the Human Resources Committee.

Regional Chair Partington assumed the Chair and called a second and third time for nominations for the position of Vice-Chair of the Human Resources Committee.

Moved by Councillor Nicholson
Seconded by Councillor Harry

That Councillor Collins be nominated for the position of Vice-Chair of the Human Resources Committee.

Regional Chair Partington called a second and third time for nominations for the position of Vice-Chair of the Human Resources Committee.

Moved by Councillor Saracino
Seconded by Councillor Davidson

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

Carried.

Following a vote by ballot, and with the agreement of Councillor Collins, Councillor Nicholson, Committee Chair, declared him Vice-Chair of the Human Resources Committee.

Moved by Councillor Salci
Seconded by Councillor Heit

That the ballots for Vice-Chair of the Human Resources Committee be destroyed.

Carried.

Moved by Councillor Collins
Seconded by Councillor Harry

That Report CLK 35-2003, respecting the selection of the Committee Chair and Vice-Chair for each of the Standing Committees, December 15, 2003, be received.

Carried.

81. Day and Time of Regular Meetings for Standing Committees

Moved by Councillor Saracino
Seconded by Councillor Davidson

That Report CLK 34-2003, respecting Day and Time of Regular Meetings for Standing Committees, be received and

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

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.

HUMAN RESOURCES DEPARTMENT

82. Corporate Employee Recognition Program (CERT)
(pamphlets distributed separately)

Mr. Nicol, Commissioner, Human Resources Department, introduced the staff members in attendance, including Ms. Betty Staines, Chair, Corporate Employee Recognition Team. He provided an overview of Report HR 43-2003, outlined the initiatives in Phases 1, 2 and 3 of the program, and explained that the team was originally formed to assist Council to achieve its objective of increased recognition to employees. Ms. Staines, on behalf of the Team, expressed appreciation and thanks to Messrs. Nicol and Hollick, with particular thanks to Councillors Collins, Davidson and Nicholson for supporting the program's events.

Moved by Councillor Heit
Seconded by Councillor Harry

That Report HR 43-2003, regarding the Corporate Employee Recognition Program (CERT) program, be received for information.

Carried.

83. OMMI Councillor Development Program

Mr. Nicol, Commissioner, Human Resources Department, invited Councillors to attend the Ontario Municipal Management Institute (OMMI) Councillor Development Training Program, which is being held in Grimsby on January 9, 2004. He encouraged interested Councillors to contact Ms. Reilly in the Clerk's Office to register.

Moved by Councillor Salci
Seconded by Councillor Saracino

That Report HR 44-2003, regarding the Ontario Municipal Management Institute (OMMI) Councillor Development Training Program, be received for information.

Carried.

84. 2003 Recognition for Employee and Workplace Health Promotion Initiatives

Mr. Nicol, Commissioner, Human Resources Department, was pleased to advise that the Corporation had received two (2) recent awards for the second consecutive year recognizing health promotion efforts within the Corporation: the Gold Healthy Living Niagara Workplace Award and the Eat Smart! Workplace Cafeteria Award of Excellence for the Headquarters Cafeteria. Mr. Miron, Corporate Health Services Manager, advised that the Corporate Wellness Program has gained momentum over the years, and the Corporation will reap rewards for being progressive in this area.

Moved by Councillor Davidson
Seconded by Councillor Leavens

That Report HR 45-2003 regarding Regional Municipality of Niagara "2003 Recognition for Employee and Workplace Health Promotion Initiatives", be received for information.

Carried.

Councillor Nicholson, Committee Chair, on behalf of Committee, expressed appreciation and thanks to the Corporate Wellness Steering Committee for their healthy initiatives, and Regional staff for demonstrating healthy behaviours.

ORAL REPORT

85. Selection of Community Representative
on the Niagara Regional Police Services Board

Mr. Hollick, Regional Clerk, provided information on the established process for selecting community representatives to the Niagara Regional Police Services Board. He noted that the provincial government appoints three (3) members to the Board and Regional Council appoints three (3) members, two (2) plus the Regional Chair, or three (3) if the Regional Chair declines, and one (1) citizen representative. Advertisements have been placed in local newspapers inviting applications and about forty have been received. Mr. Hollick explained that previous Councils have established a separate committee to review the applications and make the selection. Members of the Human Resources Committee were asked to volunteer for the selection committee.

Following discussion, it was:

Moved by Councillor Davidson
Seconded by Councillor Mastroianni

That the Regional Chair, Peter Partington, and Councillors Harry, Nicholson, Salci and Saracino form the selection committee for the citizen representative to the Niagara Regional Police Services Board.

Carried.

CLOSED SESSION

86. Moved by Councillor Salci
Seconded by Councillor Davidson

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

Carried.

87. Regional Clerk

Moved by Councillor Heit
Seconded by Councillor Salci

That Report CAO 22-2003, December 15, 2003, Regional Clerk, be received and the recommendations contained therein be approved.

Carried.

88. Transfer of Land Ambulance to Direct Delivery Model
– Update of Discussions

Mr. Nicol, Commissioner, Human Resources Department, provided an overview of Report HR 46-2003/PHD 75-2003 and responded to questions from Committee.

Moved by Councillor Davidson
Seconded by Councillor Mastroianni

That Report HR 46-2003/PHD 75-2003, Transfer of Land Ambulance to Direct Delivery Model – Update of Discussions, be received for information.

Carried.

89. **CONFLICTS OF INTEREST**

Councillor Heit declared an indirect pecuniary interest with respect to any matters related to Community Care, as his wife is employed by Community Care, and he therefore vacated the committee room and took no part in the discussion of, or voting, on these matters.

Councillor Leavens declared an indirect pecuniary interest with respect to a personnel matter, as it involves a personal friend, and he therefore vacated the committee room and took no part in the discussion of, or voting, on this matter.

90. Oral Report – Personnel Matter

Mr. Trojan, Chief Administrative Officer, updated Committee on a personnel matter in the Community Services Department.

Moved by Councillor Collins
Seconded by Councillor Mastroianni

That staff be authorized to proceed as recommended with respect to a personnel matter in the Community Services Department.

Carried.

91. Moved by Councillor Saracino
Seconded by Councillor Davidson

That this Committee do now rise with report.

Carried.

STAFF DIRECTIONS

Staff was asked to:

- consider the development of a CERT award in the name of former Regional Chair Debbie Zimmerman (Councillor Heit)
- provide the Human Resources Committee with an update on any outstanding reports (Councillor Heit)

ADJOURNMENT

The Committee adjourned at 11:02 a.m. to meet again on Tuesday, January 13, 2004, Committee Room #4, at Regional Headquarters.

Rob Nicholson
Chair

Pam Gilroy
Deputy Regional Clerk

Thomas R. Hollick
Regional Clerk