

**THE REGIONAL MUNICIPALITY OF NIAGARA**

**HUMAN RESOURCES COMMITTEE**

**REPORT 4-2004**

Minutes of a meeting of the Human Resources Committee, held in Committee Room 4, Regional Municipal Building, Thorold, Ontario, on Tuesday, May 11, 2004, commencing at 9:35 a.m.

**ATTENDANCE**

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

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

Staff (Part-time): Ms. Gilroy, Acting Regional Clerk, Mr. Schlange, Manager, Partnership Development, Ms. Casement, Labour Relations Manager, Ms. Fontana, Director, CHS and Employee Relations; D. Ventresca, Director, Seniors Services; C. Brcic, Director, Water and Wastewater; P. Robson, Director, Office of Corporate Strategy

**ADMINISTRATION**

34. Shared Service Agreements – The Regional Municipality of Niagara and Niagara Regional Housing, Niagara Peninsula Conservation Authority and Niagara Economic and Tourism Corporation

Mr. Nicol, Commissioner, Human Resources Department, introduced Mr. Schlange and summarized the report, highlighting that the NPCA agreement for Human Resources support requirements is on an “as required” basis at an agreed to hourly rate whereas NRH and NETC is an HR shared services contract based on a set annual fee.

Moved by Councillor Collins  
Seconded by Councillor Harry

That Report CAO 11-2004, May 11 & 12, 2004 respecting Shared Service Agreements – The Regional Municipality of Niagara and Niagara Regional

Housing, Niagara Peninsula Conservation Authority, and Niagara Economic and Tourism Corporation, be received, and

That the Regional Chair and Regional Clerk be authorized to sign the Shared Service Agreements, one between the Regional Municipality of Niagara (Region) and Niagara Regional Housing (NRH), two with the Regional Municipality of Niagara and the Niagara Peninsula Conservation Authority (NPCA), and one with the Regional Municipality of Niagara and Niagara Economic and Tourism Corporation (NETC).

Carried.

### **HUMAN RESOURCES**

35. **Update on Shared Service Initiatives  
and Status of Shared Service Budget**

Mr. Nicol, Commissioner, Human Resources Department, summarized the report, and highlighted the fact that the Human Resources Department had budgeted \$20 000 as cost recovery revenue for 2004. The shared services arrangements have been so successful that this budget goal was met in April 2004. The shared services arrangements are also embracing new types of work, including negotiations and job evaluation activities.

Moved by Councillor Collins  
Seconded by Councillor Harry

That Report HR 21-2004, May 11, 2004 respecting Update on Shared Service Initiatives and Status of Shared Service Budget be received.

Carried.

### **CORRESPONDENCE**

36. HR 2-2004 Letter from Betty Staines, Chair of CERT, addressed to the Regional Chair, Councillors, Chair of HRC, CAO and Department Commissioners requesting that they submit a brief message to be used for a new Regional Recognition Toolbox.

Received.

CAO 12-2004

Copy of a Memorandum from Mike Trojan, Chief Administrative Officer (May 12, 2004) respecting the OMBI – Ontario Municipal Benchmarking Initiative.

Received.

### **OTHER BUSINESS**

37. Councillor Collins asked that Committee consider the draft summer meeting schedule as distributed by the Clerk.

Moved by Councillor Collins  
Seconded by Councillor Brock

That the Human Resources Committee recommend to Regional Council that the dates for summer Committee and Council meetings as circulated in the draft summer schedule be endorsed.

Carried.

### **CLOSED SESSION**

38. Moved by Councillor Leavens  
Seconded by Councillor Collins

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

Carried.

39. Ratification of Collective Agreement  
CUPE Local 1263 – Homes for the Aged

The Committee congratulated Ms. Fontana and her team on this successful Memorandum of Settlement.

Moved by Councillor Collins  
Seconded by Councillor Mastroianni

That Report HR 20-2004, May 11, 2004, regarding the collective agreement between CUPE Local 1263 (Homes for the Aged) and the Regional Municipality of Niagara, for the thirty-six month period of January 1, 2004 to December 31,

2006 be approved as per the April 13, 2004 Memorandum of Settlement and as reported by the Commissioner of Human Resources ; and

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

Carried.

40. Redevelopment of the Seniors Services Central Laundry: Transition Plan

Moved by Regional Chair Partington  
Seconded by Councillor Saracino

That the Human Resources Committee recommend to Regional Council that the labour transition outlined in Report HR 22-2004 be approved to support the implementation of the Business Case for the redevelopment of the Seniors Services Central Laundry.

Carried.

41. Personnel Issue: Corporate Effectiveness Manager

Moved by Councillor Harry  
Seconded by Councillor Brock

That Report 23-2004, May 11, 2004, regarding Personnel Issue: Corporate Effectiveness Manager be received and recommendation therein be approved.

Carried.

42. Verbal Report  
Negotiations CUPE 1757

A verbal report from the Commissioner of Human Resources regarding Negotiations CUPE 1757 was received.

43. Verbal Update  
Personnel Issue – Public Works

A verbal report from Messrs. Nicol and Brcic regarding a Personnel Issue – Public Works was received and approved as reported.

44. Moved by Councillor Mastroianni  
Seconded by Councillor Brock

That this Committee do now rise with report.

Carried.

### **STAFF DIRECTIONS**

Staff was asked to:

Provide a presentation summarizing OMBI findings with regard to Human Resources issues. (Collins)

Consider potential shared service opportunities that the Human Resources Department believes should be considered or offered to the Niagara Regional Police Services.

### **ADJOURNMENT**

The Committee adjourned at 11:05 a.m. to meet again on Tuesday, June 8, 2004, Committee Room #4 at 9:30 am, at Regional Headquarters.

Rob Nicholson  
Chair

Anne Hepplewhite  
Acting, Deputy Clerk

Pam Gilroy  
Acting, Regional Clerk