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THE REGIONAL MUNICIPALITY OF NIAGARA

HUMAN RESOURCES COMMITTEE

REPORT 1-2002

Minutes of a meeting of the Human Resources Committee, held in Committee Room 4, Regional Municipal Building, Thorold, Ontario, on Tuesday, January 15, 2002, commencing at 9:00 a.m.

ATTENDANCE

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

Staff: Messrs. Trojan, Chief Administrative Officer; Nicol, Commissioner, Human Resources Department; Ms. Gilroy, Assistant Clerk and Supvr., Council Support.

Staff (Part-time): Messrs. Bacchus, Commissioner, Corporate Services; Cunnane, Director, Public Safety; Ms. Elliott, Director, Organizational Development & Compensation Services
Messrs. Hollick, Regional Clerk; Kaas, Acting Manager, Budgets and Reporting; Ms. Peacefull, Coordinator, Corporate Education and Development; Ms. Speranzini, Manager, Organizational Development.

Others: Councillor Badawey

CLERK'S OFFICE

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

Moved by Councillor Bailey
Seconded by Councillor Saracino

That the election of the Chair and Vice-Chair of the Human Resources Committee be delayed until later in the meeting.

Carried.

(Please see Minute Item 11, on Page HR 6.)

2. Day and Time of Regular Meetings for Standing Committees

Moved by Councillor Bailey
Seconded by Councillor Saracino

That the report of the Regional Clerk, being Report CLK 03-2002, January 14, 2002, respecting Day and Time of Regular Meetings for Standing Committees, be received.

That meetings of the Human Resources Committee be held every second Tuesday 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.

(Report CLK 3-2002 is attached to the Community and Health Services Committee Minutes.)

CORPORATE SERVICES DEPARTMENT

3. 2002 Current Budget Update

Mr. Trojan; C.A.O., provided an update on the status of the 2002 current budget, following an extensive review by staff, Budget Review and standing committees. He advised that prior to its meeting of January 9, 2002, the Budget Review Committee and Standing Committees had approved approximately \$5.3 million in reductions to the proposed departmental budgets. Regional Council requested a further review be undertaken to determine whether a zero tax levy burden was feasible. Mr. Trojan advised that total reductions to date, since the process began, amount to \$6,456,533 resulting in a net tax levy impact, after assessment growth, of 2.18% for Council controlled expenditures. The 2002 proposed budget, including the Police, now amounts to an increase of \$5.6 million or 2.84% after assessment growth. This results in a tax levy increase of approximately \$28.00 per household.

Mr. Trojan advised that the increases in the budget are needed to accommodate:

- Council business plan initiatives, ongoing and new
- General inflationary pressures, including significant increases in insurance, some utilities and payroll related costs (WSIB, CPP)
- Increased debt servicing costs, as a result of increased capital program spending in 2000/2001
- Wage and benefit obligations in accordance with negotiated collective agreements
- Annualized (full year) impact of new (part year) initiatives in 2001

Mr. Bacchus, Commissioner of Corporate Services, advised that reductions in revenues are mainly attributable to the tax rate stabilization reserve, OMERS Reserve and Investment Income. He noted that the reduction in the interest rates has caused an increase in building permits. Mr. Bacchus further noted that risks and opportunities related to the budget will be highlighted at the Committee of the Whole budget meeting on January 31, 2002.

Moved by Councillor Smeaton
Seconded by Councillor Muir

That Report CSD 07-2002, January 14, 2002, 2002 Current Budget Update, be received for information and referred for consideration to the Committee of the Whole meeting of January 31, 2002.

Carried.

(Reports CSD 07-2002, is attached to the Community and Health Services Committee Minutes.)

HUMAN RESOURCES DEPARTMENT

4. **Corporate Education and Development Catalogue of Services and Resources – January to June 2002**

Mr. Nicol, Commissioner, Human Resources Department, introduced Fiona Peacefull, Coordinator, Corporate Education and Development, who prepared the Catalogue of Services and Resources. He noted that it included courses which were identified in the learning plans for non-union staff as part of their performance appraisal. Mr. Nicol highlighted the Leadership/Management Program which is being offered to staff in grades 7 and over, and the continuation of the "I Can Do That" Program. He

noted that Councillors and staff of the area municipalities are welcome to participate in any of the sessions at a minimal cost.

Mr. Nicol introduced Ms. Gwen Speranzini, the newly hired Manager of Organizational Development.

Councillor Nicholson, Committee Chair, expressed appreciation to Ms. Peacefull for the excellent variety of courses being offered.

Ms. Peacefull recognized those who attended the training sessions, as well as members of staff who present some of the seminars.

Moved by Councillor Muir
Seconded by Councillor Saracino

That Report HR 01-2002, January 15, 2002, regarding the Corporate Education and Development Catalogue of Services and Resources for the period of January to June 2002 inclusive be received for information.

Carried.

5. Niagara Police Services Board Proposed
"Human Resources" Shared Services Agreement

Mr. Nicol, Commissioner, Human Resources Department, provided an overview of Report HR 02-2002, including the benefits of the existing shared services agreements and background information on the proposed agreement with the Police Services Board. Mr. Nicol highlighted the meetings with the Board to determine what services were needed and how his department could provide value-added assistance. He explained the rationale for the provision of services on a "retainer" basis, and the recommendation for further meetings with the Police Services Board members and staff to clarify potential service requirements.

Moved by Councillor Smeaton
Seconded by Councillor Bailey

That Report HR 02-2002, January 15, 2002, regarding the Niagara Police Services Board Proposed "Human Resources" Shared Services Agreement, be received for information.

That the Commissioner of Human Resources be directed to meet with appropriate Police Services Board members and staff to clarify potential service requirements.

That a subsequent report be prepared for Council's consideration as to the associated impact of Police shared service requirements on the staff of the Human Resources Department and their ability to address same under the proposed Shared Services Agreement.

Carried.

6. Employer Obligation to Post and Distribute
Union Decertification Information

Mr. Nicol, Commissioner, Human Resources Department, provided an overview of Report HR 03-2002, emphasizing that notice on union decertification is being provided to unionized employees because it is a legislative requirement.

Moved by Councillor Muir
Seconded by Councillor Smeaton

That Report HR 03-2002, January 15, 2002, regarding the provincial legislative requirement to post and distribute union decertification information to unionized employees be received for information.

Carried.

OTHER BUSINESS

7. Benefits

In response to a question from Councillor Collins with respect to Councillors' benefits, Mr. Nicol advised that a survey had been undertaken to compare benefits in the area municipalities and other Regions.

Please see Staff Directions.

CLOSED SESSION

8. Moved by Councillor Saracino
Seconded by Councillor Bailey

That this Committee do not meet in Closed Session for purposes of receiving information of a confidential nature relating to personnel matters.

9. Land Ambulance Service

Mr. Cunnane, Director, Public Safety, provided an update on proposed salary increases for Paramedics (P1s and P2s), and responded to questions from the Committee.

10. Moved by Councillor Bailey
Seconded by Councillor Saracino

That this Committee do not rise with no report.

Carried.

11. **CLERK'S OFFICE (continued)**

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

Moved by Councillor Collins
Seconded by Councillor Bailey

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 Saracino
Seconded by Councillor Collins

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.

Committee agreed to postpone the nominations for Vice-Chair until the next Human Resources Committee meeting.

Moved by Councillor Saracino
Seconded by Councillor Bailey

That the report of the Regional Clerk, being Report CLK 02-2002, January 14, 2002, respecting the selection of the Committee Chair and Vice-Chair for each of the Standing Committees, be received.

Carried.

(Report CLK 2-2002 is attached to the Community and Health Services Committee Minutes.)

STAFF DIRECTIONS

Staff was requested to:

- Submit a report to Committee of the Whole which details the changes in staff complement over the past few years by department, and program.
- Submit a report to the next Human Resources Committee meeting which compares the Councillors' benefits to those provided to full and part-time staff of the Region.

ADJOURNMENT

The Committee adjourned at 10:55 a.m. to meet again **on Tuesday, February 12, 2002, at 9:30 a.m. in** Committee Room 4, Regional Headquarters.

Rob Nicholson
Chair

Pam Gilroy
Assistant Clerk and
Supervisor, Council Support

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Thomas R. Hollick
Regional Clerk

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