

2018 Work Plan – Human Resources

4. a) 6.

Initiative/Source/ Strategic Plan Reference	Actions/Milestones	* Lead ** Support	Timing	Status
Recruitment Supports Excellence in Governance and Service Delivery	<ul style="list-style-type: none"> • As required • Technology & Training Coordinator (Library) – Mat Leave • Marina Seasonal Staff – March recruitment • Recreation Services Seasonal Staff – March /August • Firefighters – annual recruitment if required • I.T. Systems Analyst • Scale House Operator • Financial Services Assistant 	<ul style="list-style-type: none"> * Management Team ** Kim Berry 	<ul style="list-style-type: none"> Q1 – Q4 Q1 – Q2 Q1 – Q2 Q3 – Q4 Q1 Q3 Q3 – Q4 	<ul style="list-style-type: none"> Completed Completed Completed Not Started Completed In Progress In Progress
Organizational Policy Updates Supports Excellence in Governance and Service Delivery	<ul style="list-style-type: none"> • Review Organizational Policies and identify required updates related to procedures, legislative requirements, etc. for discussion at Management Team. • Prepare report of recommended amendments for presentation to Council. 	<ul style="list-style-type: none"> * Kim Berry ** Management Team 	<ul style="list-style-type: none"> Q1 – Q2 	<ul style="list-style-type: none"> In progress
Training Supports Excellence in Governance and Service Delivery	<ul style="list-style-type: none"> • Develop and deliver training for staff as required • Implement (LMS) Learning Management System • Coordinate Lunch n’ Learn sessions for staff 	<ul style="list-style-type: none"> * Kim Berry ** Management Team 	<ul style="list-style-type: none"> Q1– Q4 	<ul style="list-style-type: none"> In progress
CAO Performance Management Evaluation Supports Excellence in Governance and Service Delivery	<ul style="list-style-type: none"> • Assist with research for a new CAO performance management evaluation system. 	<ul style="list-style-type: none"> * Janice Lavalley ** Kim Berry 	<ul style="list-style-type: none"> Q3– Q4 	<ul style="list-style-type: none"> In progress

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Employee Communications Supports Excellence in Governance and Service Delivery	<ul style="list-style-type: none"> • Prepare and circulate an Employee Newsletter on a semi-annual basis 	* Kim Berry	Q4	Not Started
Succession Planning Supports Excellence in Governance and Service Delivery	<ul style="list-style-type: none"> • Work with Management Team to identify critical positions and potential successors. • Implement development plans for potential successors to key positions. • Monitor development plans • Identify action plans for gaps in internal talent 	* Kim Berry ** Management Team	Q1 Q1 –Q4	In progress In Progress
Fire Department HR Supports Excellence in Governance and Service Delivery	<ul style="list-style-type: none"> • Work with Fire Chief on HR processes and policies to ensure consistent and equitable application of rules, expectations and communications. • Act as point of contact for WSIB and CISM situations. • Act as a Designated Officer for PCCHU when workers have been exposed to a communicable disease. 	* Kim Berry **Fire Chief	Q1 – Q4	In progress
2019 Budget & Work Plans Achieve excellence in governance and service delivery	<ul style="list-style-type: none"> • Prepare draft capital and operations budgets for consideration as part of budget process <ul style="list-style-type: none"> ○ Draft Capital budget due September 18, 2018 ○ Draft Operations budget and narratives due December 14, 2018 • Prepare Draft work plans for 2019 <ul style="list-style-type: none"> ○ Due November 30, 2018 	* Kim Berry	Q2-Q4 Q4	Not Started Not started

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<i>HR Support for other Initiatives</i>	<ul style="list-style-type: none"> • Business Process Review/Evaluation of Service Area(s) • Waste Reduction Initiatives 	*Janice Lavalley *Janice Lavalley	Q 1 – Q 4	Not started

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