

HUMAN RESOURCES

Facts and Findings



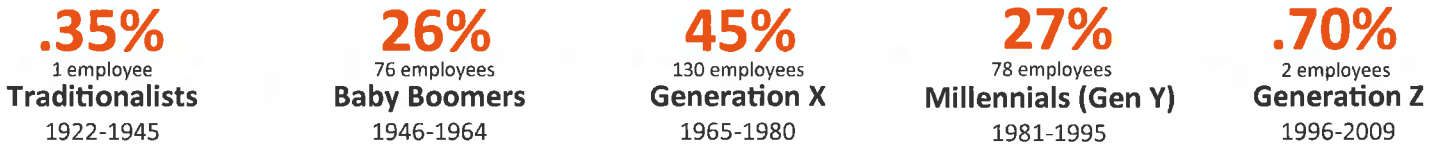
Our workforce

Inclusive of Full Time, Part Time and a large number of Temporary, Seasonal, Sessional, Casual and Students for a total of:

568
employees



Divided between the following FT & PT demographic populations:



Of our employees are union members

And are divided amongst 4 bargaining units (222 people)

Georgina Municipal Unit (GMU)
Local 905.03

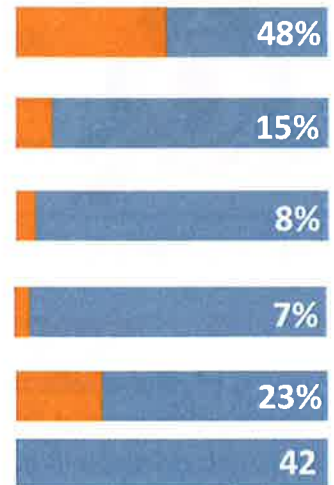
Georgina Professional Fire Fighters Association (GPFFA)
Local 3691

Roads and Waterworks
Local 905.26

Library
Local 905.13

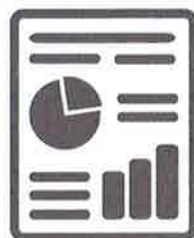
Non -Union

Volunteer Fire Fighters



Reports & Surveys

- Over 15 new reports created in iCITY
- 6 Compensation Surveys conducted



WAGE INCREASES

2 minimum wage increases on October 2017 and January 2018

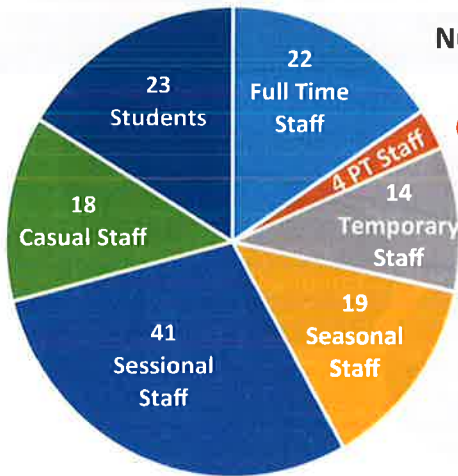


Economic Adjustments

April 1st.



Putting the Human in Human Resources



Number of new employees that have been **ONBOARDED** in 2018

141

* new and returning employees

Employment and Social Development Canada

CANADA SUMMER JOBS REBATE

2016: **\$31,530**

2017: **\$0**

2018: **\$13,440**



On average **70%**

of returning staff are seasonal/sessional from previous years

RESUMES

On average **15%**

Of applicants drop off their resume in person

On average **85%**

Of applicants send in their resume via email



However, when it comes to the 2018 Volunteer Firefighter recruitment:

66%

of applicants dropped off their resumes in person as they had to include multiple certification and qualification documents

Our talent acquisition initiatives are showing results



Postings

2016: **135 postings**

2017: **154 postings**

2018: **145 postings to date**

New Positions Added

2016: **7 positions**
(6 FT, 1 Contract)

2017: **5 positions**
(4 FT, 1 contract)

2018: **14 to date**
(9FT, 1 PT, 1 Temporary, 3 contract)



JOB FAIRS

Since 2016, we hosted 3 jobs fairs at the ROC seeing over 400 attendees

PHONE CALLS

50%

of phone calls to HR are inquiring about job postings, when interviews will be conducted and if the position has been filled



Growth & Development

Since 2016, we have provided growth and development opportunities to **internal staff** where over:

30

successful candidates were internal applicants



Service Recognition and Special Projects

34

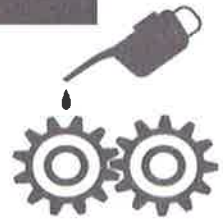
Recipients celebrated reaching a **service milestone** starting at 5 years of service at the ROC



- Inspiring Innovation at Georgina movie created for N6 Symposium
- Creation of **80 page slide deck** for Procurement & P-card Training
- Recognition Strategy Presentation to Senior Management Team

Labour Relations

- ✓ Quarterly Labour Management Meetings with CUPE Municipal Unit
- ✓ Quarterly Labour Management Meetings with CUPE Library
- ✓ Improved working relationships and communications with CUPE and GPFPA



Bargaining

Roads & Waterworks Bargaining resulted in a freely negotiated first Collective Agreement



Investigations, Grievances and Arbitrations

Through the years 2016-2018

- ✓ 25 Grievances resolved
- ✓ 18 Investigations conducted
- ✓ 3 Arbitrations

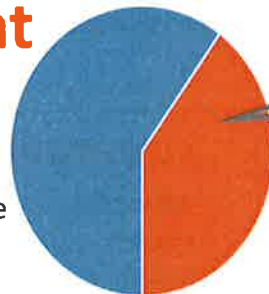


Employee Demographics

The importance of Succession Planning for the Town of Georgina:

Potential for **Retirement**

60% of full-time employee are under 50 years old



66% are 55 and older
29% are in key positions

40% of full-time employee are aged 50 or older

Gender and Management



Level	Male	Female
Senior Management	6	2
Manager	14	8
Supervisor	15	7
Non Management	122	113

Reasons for Departure Since 2016

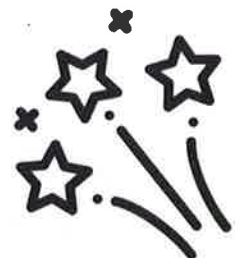


Year	Involuntary	Voluntary
2016	1	5
2017	3	19
2018	2	11

Fostering Employee Engagement

We are increasing Employee Engagement through Employee Events

- ✓ Meet & Greet event in January that attracted over 80 people
- ✓ Snack, Selfie and Celebrate event in support of Canada Flag Day and the Olympics
- ✓ WSIB Day of Mourning Ceremony



We are leading the pack in Corporate Training

5 Day Leadership Training

That took our management through...

- Engagement
- Coaching
- Working with Teams
- Ethics
- HR 101



52 DMS trained

Harvard ManageMentor

All DMS taking this

39,304 minutes



Spent training in the **Harvard platform**
(average 770 minutes per person)

*One of the highest participation rates amongst
user municipalities

WHAT'S NEW

- ✓ Rolled out Student Engagement Survey
- ✓ Streamlining new Recruitment Process
- ✓ New Respectful Workplace Policy
- ✓ New Code of Conduct
- ✓ N6 2019 Calendar designed in house adding several new programs

HR Policies



In 2017-2018

Over 400 +
employees trained on
new HR Policies



BAMBOO HR

We are currently in the process of
implementing **Bamboo HR**.
The Town's new Human Resources
Management System

TestGenius

We are ensuring the Town hires the most qualified
candidates through implementation of a new
computer testing for applicants called

TestGenius



Streamlined

returning student
Health and Safety
& Policy training from

**8 hours to
2 hours**

Coached



8

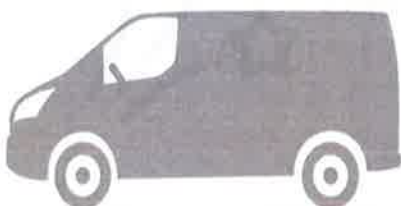
Staff this year

Partnerships

- ✓ A consortium consisting of:
The Region, York Regional Police, Markham, Richmond Hill and the N6 was created.

Together, we developed YorkLEADS 201 - A course for mid-level managers offering a 12 day program to replace Schulich at a third of the cost and showcasing more relevant topics and focusing on competencies.

- ✓ Municipal Learning & Organizational Development (**MLOD**) – A partnership with 27 municipalities



Fleet

Working with Fleet to roll out the **Commercial Vehicle Operators Registration (CVOR) process and training** –

*Pre-trip inspection and hours of service on vehicles covered under CVOR

The Health, Safety and Wellness of our staff is our priority

WHAT'S NEW

- ✓ staff orientation meetings to go over benefits, resources
- ✓ online submission for Manulife benefit claims, making life easier for our workers
- ✓ Municipal Retirees of Ontario Organizations workshops
- ✓ Defensive Driver Training course in 2018 for seasonal staff who are most at risk.

TRAINED
53 staff

MORE...

- focus on wellness with lunch time **yoga** and hosting Wellness Seminars by EAP in October 2018.
- **Successful Lunch 'N Learns** – Creating Balance in your Life 
- **Asbestos abatement** of ceiling tiles from Civic Centre 1st Floor Hub in 2017

Health & Safety Training



2017

Trained 95% of employees in new WHMIS legislation

OTHER

Health & Safety Training

2018 = 356 staff to date
2017 = 295 staff
2016 = 154 staff

ORIENTATION TRAINING

2018 – 116 people to date
2017 – 296 people
2016 – 299 people

SUPERVISOR DUE DILIGENCE

2018 = 7 people to date
2017 = 16 people trained
2016 = 27 people trained

WSIB Refund

or Surcharge Yearly Calculations:

2018 = Not yet available
2017 = Rebate \$83,606.00
2016 = Rebate \$106,402.54



Q. ≡
A. ≡

New Health & Safety Orientation Quiz developed saves time and money

84 people trained