

Human Resources

The Human Resources Department (HR) provides professional human resources services and supports the strategic direction and operational needs of the organization. It also provides leadership and consultation in the development of its people and the fostering of service excellence.

Services provided by the Human Resources Department include:

- Benefit administration
- Compensation management
- Disability management
- Employee and labour relations
- Equitable and inclusive employee recruitment practices
- Learning and development
- Payroll support
- Health, safety and wellness initiatives

2021 Story of Resilience: COVID-19 Pandemic



With the cases of COVID-19 rising in Ontario in late 2020, a strict province-wide shutdown was declared on Dec. 26, 2020 lasting 28 days. Premier Ford announced a second declaration of emergency on Jan. 12 with additional stay-at-home orders. The Emergency Operations Centre continued to operate in response to the Town's management of the pandemic situation. Several meetings were held weekly, one for the Control Group and one for the Working Group. Human Resources (HR) was part of both of these groups.

In support of the changing guidelines set forth by Public Health, HR maintained a COVID-19 FAQ's section on the Intranet, including links to mental health and support groups. HR also developed a monthly Wellness and Recognition online newsletter to help staff stay connected, and to promote ways to stay healthy, motivated and recognized during the pandemic.

The Health, Safety and Wellness Consultant continues to be a constant and reliable point of contact for employees. This resource has been invaluable to the corporation. The consultant continues to liaise with the N6, regarding COVID -19 matters and the reopening plans for the Town. The consultant trains new hire groups, such as waterfront staff and seasonal staff, to ensure all COVID-19 procedures are understood and followed. The consultant monitors and implements the necessary provincial changes and continues to field Q and As for COVID-19 and vaccines. Delivery of PPE and sanitization supplies continues to be a top priority.

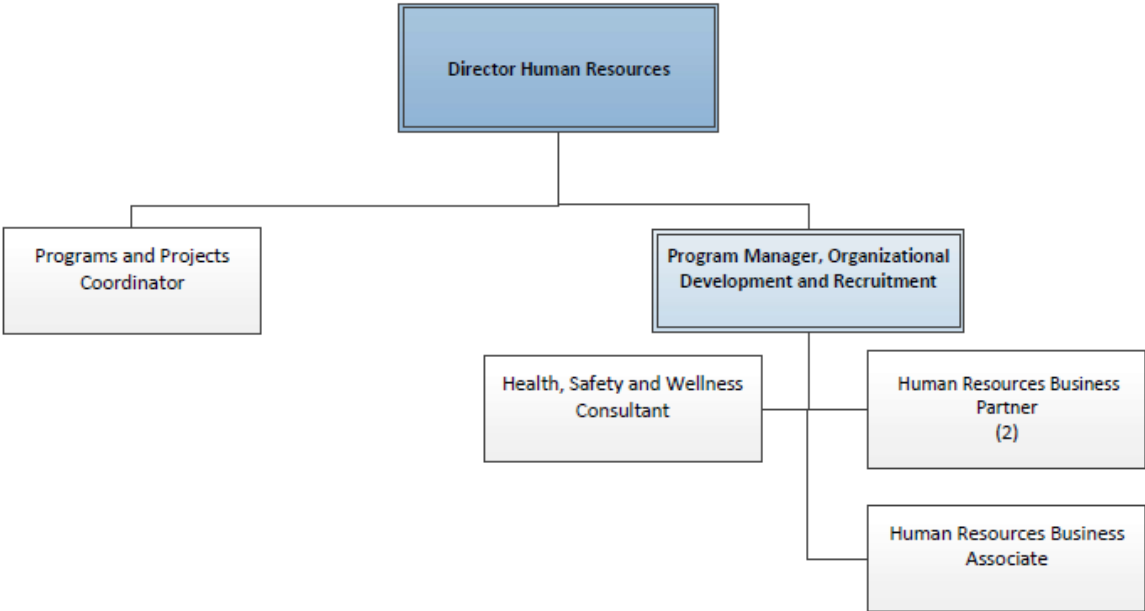
HUMAN RESOURCES

The Human Resources Team coordinated multiple redeployments of part-time and full-time employees due to COVID-19. It coordinated a number of several specific summer hires; supported employees working from home; supported managers on multiple HR issues; trained employees virtually; and had ongoing collaborations with nine municipalities and York Region.

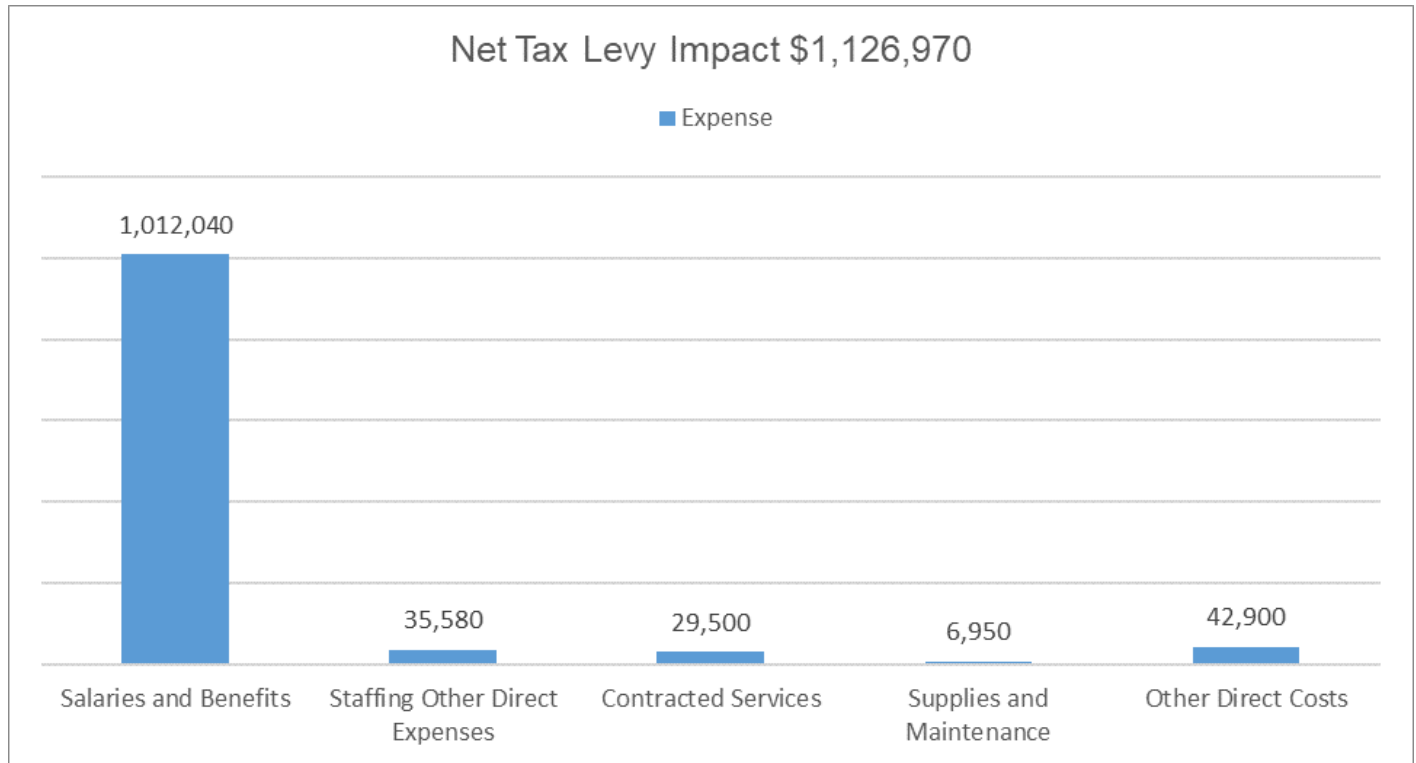
As we moved through the different phases of the COVID-19 provincial directions, HR supported the organization through these phases.

HR continues to work closely with the Infrastructure Health and Safety Association (IHSA) and the Public Service Health and Safety Association (PSHSA) to ensure the Town is positioned to reopen safely.

Organizational Chart



2022 Budgeted Expenditures and Revenues



2021 Accomplishments

- Collaboration for “Future of Work” Plan underway with all nine municipalities and York Region
- HR contributor to COVID-19 vaccination Clinic – supporting all HR matters and requirements
- Launched a Pandemic Engagement Pulse Check Survey in November 2020 and hosted a follow up survey in June 2021
- Launch of monthly “Better You” – the Town’s online Wellness and Recognition Newsletter
- Corporate Core Values roll out in the fall of 2021
- Continued Municipal Partnerships (N6, Simcoe, Region, Markham, Municipal Learning Organizational Development (MLOD) Job Skills Keswick)
- Conducted two Training Needs Analysis with N6:
 - Identifying our People Leaders Learning and Development Needs
 - Non-Management Learning and Development Needs

- Based on the Training Needs Analysis, a 2021 N6 Learning and Development Catalogue was created
- Corporate training moved to a virtual format featuring Health and Safety Training, Unconscious Bias Program and other course offerings that were relevant for the changing COVID climate
- Received the Staff Rebate from our partnership with Job Skills, Keswick Branch
- While continuing to foster employee engagement within the workforce, the Recognition Program is set to launch phase 2 in 2021. This program will focus on employee accomplishments and promote peer-to-peer recognition. A review of the Length of Service Award program is underway depending on COVID-19 restrictions in place for 2021
- Selected the topics to submit for the WSIB “Excellence Program”
- 2021 negotiations are underway for CUPE 905.26
- 2021 Bargaining dates still to be determined for 905.03 and 905.13
- Conducted 30 Health and Safety Training Courses
- Non-Union Market review underway
- Completed the RFI and RFP for new HRIS for the Town

Major Operating Drivers

- Labour relations/negotiations
- COVID-19 pandemic response
- RFI and RFP for new HRIS for the Town
- Rollout of StressStop platform
- Future of Work planning/return to the workplace

Major Initiatives Planned for 2022

- Implementation of Human Resources Information System (HRIS)
- Advanced Leadership Development (Rollout January 2022)
- Corporate Recognition Program full roll out for all employees
- 905.03 Bargaining



GEORGINA

2022 OPERATING BUDGET

Human Resources - Budget Details

	2022 BASE BUDGET	GROWTH	SERVICE LEVEL	CONTRACTUAL/INFLATIONARY	DEBT FINANCING	OTHER	2022 BUDGET	BUD/BUD % VARIANCE	BUD/BUD \$ VARIANCE	COMMENTS
Administration										
Expense										
Salaries and Benefits	961,770	0	0	35,870	0	0	997,640	4%	35,870	Step increases & benefit increase
Staffing Other Direct Expense	17,080	0	0	0	0	2,750	19,830	16%	2,750	
Contracted Services	11,500	0	0	0	0	3,500	15,000	30%	3,500	
Supplies and Maintenance	5,000	0	0	0	0	0	5,000	0%	0	
Other Direct Costs	2,400	0	0	0	0	(200)	2,200	-8%	(200)	
Expense Total	997,750	0	0	35,870	0	6,050	1,039,670	4%	41,920	
Administration Total	997,750	0	0	35,870	0	6,050	1,039,670	4%	41,920	
Corporate										
Expense										
Salaries and Benefits	9,400	0	0	0	0	0	9,400	0%	0	
Staffing Other Direct Expense	6,000	0	0	0	0	0	6,000	0%	0	
Other Direct Costs	39,700	0	0	0	0	1,000	40,700	3%	1,000	
Expense Total	55,100	0	0	0	0	1,000	56,100	2%	1,000	
Corporate Total	55,100	0	0	0	0	1,000	56,100	2%	1,000	
Health and Safety										
Expense										
Salaries and Benefits	6,000	0	0	0	0	(1,000)	5,000	-17%	(1,000)	
Staffing Other Direct Expense	10,400	0	0	0	0	(650)	9,750	-6%	(650)	
Contracted Services	14,500	0	0	0	0	0	14,500	0%	0	
Supplies and Maintenance	1,950	0	0	0	0	0	1,950	0%	0	
Expense Total	32,850	0	0	0	0	(1,650)	31,200	-5%	(1,650)	
Health and Safety Total	32,850	0	0	0	0	(1,650)	31,200	-5%	(1,650)	
Grand Total	1,085,700	0	0	35,870	0	5,400	1,126,970	4%	41,270	