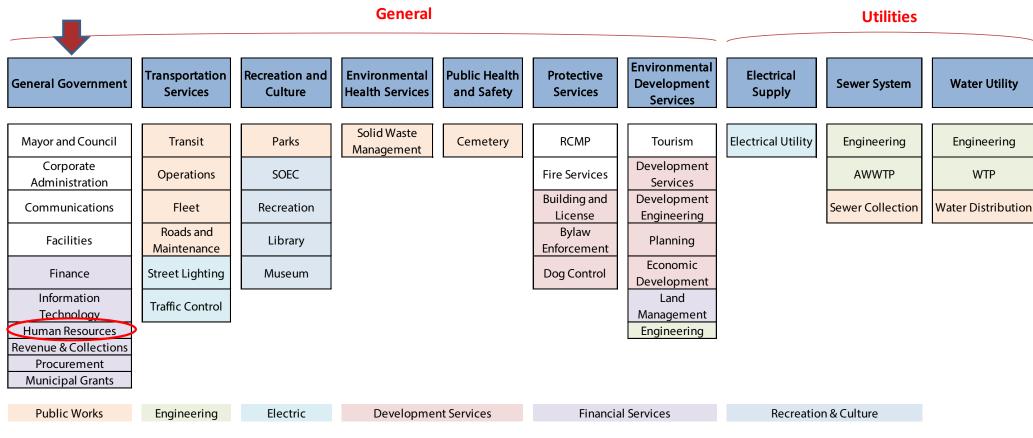
City of Penticton: Financial Plan Reporting Structure







penticton.ca

Overview

General Government Human Resources

- The goal of Human Resources is to be an employer of choice. Department responsibilities include:
 - Attraction (recruitment) and Retention (on-boarding, healthy work environment, compensation and benefits, training)
 - Employee Relations and Engagement (wellness)
 - Safety & Compliance
 - Training & Development
 - Performance Management
 - Payroll

2017 to date:

- · Approx. 214 General Resumes submitted
- 1416 applications submitted to internal and external postings
- 50 Internal postings, 54 internal applications
- 33 External postings, 1362 applications
- 49 positions filled (28 internal, 21 external)



2017 Accomplishments

- Fully embedded the 'Grapevine' intranet
- Introduced a new Employee & Family Assistance Provider
- Continued to evolve standardized recruitment and hiring practices (electronic posting/application management)
- Held MPP Pension Workshops and a variety of webinars
- Partnered with IT to develop a City-Wide Performance Management tool to be implemented in 2018
- Hired new Human Resources Manager, Occupational Health & Safety Advisor and Human Resources Advisor



2018 Initiatives

- 'Process Improvement' in Key Areas
 - Samples include the reintroduction of the City's Code of Business Conduct,
 Claims Management, on-boarding and Exit Interviews
- Rigorous and Supportive Claims Management
 - (WorkSafeBC, Return to work, Short & Long Term Disability)
- Collective Agreement and Interviewing Skills training for leaders
- Comprehensive Solutions-Based Succession Planning
- City-Wide Performance Management tool to be fully implemented
- Preparing for Collective Bargaining (CUPE and IBEW)
- "Working with Human Resources"





Occupational Health & Safety

Completed in 2017:

- Sharps training (Bylaw, Library, Museum, Recreation)
- Bylaw Risk Assessment
- Fall Protection
- Working Alone
- Ergonomic Assessments
- Joined BC Municipal Safety Association (BCMSA) & BC Waste Water Association (BCWWA)

Pending for 2018:

- Focused on consistency across the City
 - Safety Training Programs (First Aid, WHMIS, Driver training, Working Alone)
 - Fire Safety Planning
 - Incident Reporting
 - Personal Protective Equipment



Training

- Maintaining legislated training and certifications and engaging in professional development will continue to be a focus in 2018
 - Position-specific training planned for Land Management, Finance, Building,
 I.T., Public Works, Bylaw, Fire, Fleet, Recreation, Waste Water and Roads &
 Maintenance



Staffing

General Government Human Resources

2017 2018

6 5.2















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General Government Human Resources

Highlights

	2018 Budget	% change	Trend
Total Revenue	0		-
Operational Expense	685,090		>
Total Internal Allocation In	47,538		>
Total Internal Allocation Out	<u>0</u>		>
Net Operating Expense	732,629	-1.14%	>
Total Capital	0		>
Cost per Capita	21.70		-
% of Property Tax	2.28%		.



2018 Budget

General Government Human Resources

Expenses	2017	2017	2018	2019	2020	2021	2022
	Budget	Forecast	Budget	Budget	Budget	Budget	Budget
Goods and Services	162,620	140,545	160,480	162,879	166,325	168,321	170,865
Salaries and Benefits	533,676	533,676	509,610	509,610	509,610	509,610	509,610
Legal	10,000	17,500	15,000	15,000	15,000	15,000	15,000
Internal Allocation In	48,235	49,386	47,538	48,371	49,220	50,086	50,970
Internal Allocation Out	<u>0</u>						
Net Operating Expense	754,531	741,107	732,629	735,860	740,156	743,017	746,445



Summary

General Government Human Resources

- A year of "reset" for the Human Resources Department
 - Training for our People Managers
 - Updated processes
- Preparing for Collective Bargaining
- No capital expense planned



Questions

