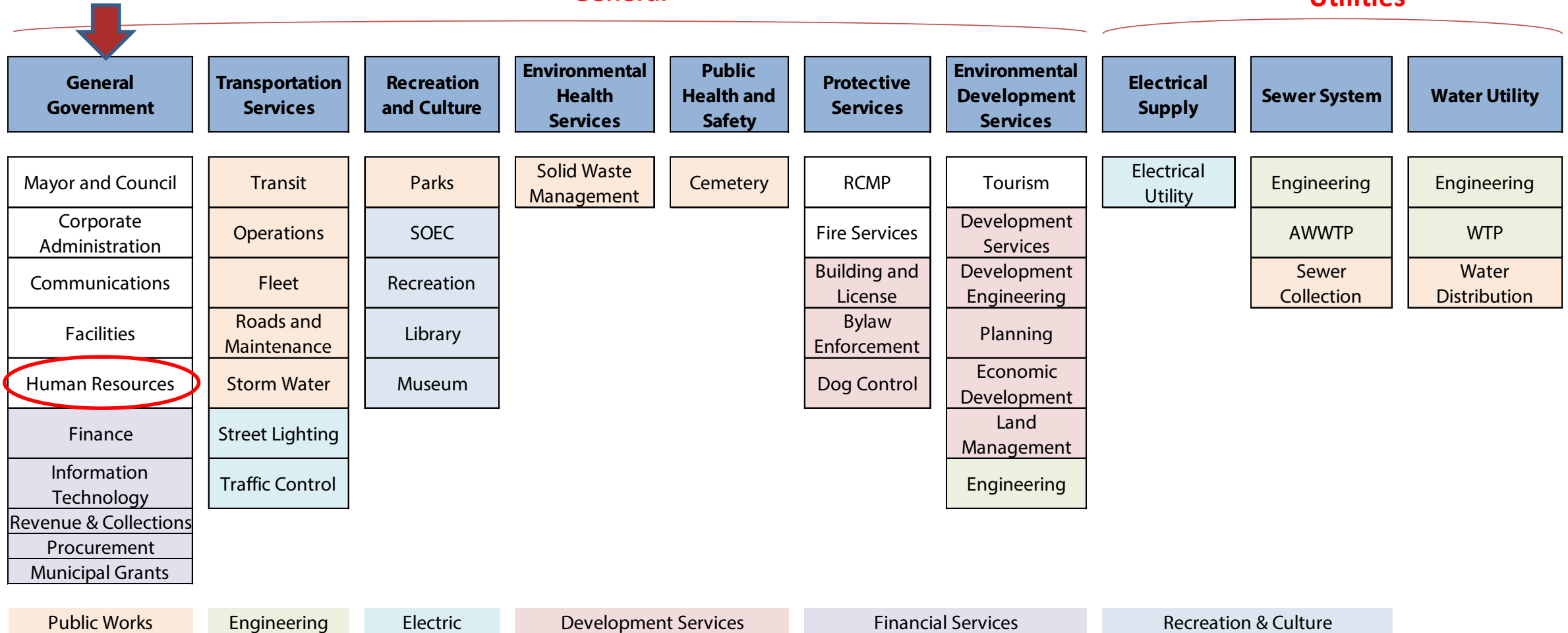


# City of Penticton: Financial Plan Reporting Structure

## General

## Utilities



# Overview

The Human Resources (HR) Department is comprised of Human Resources, Payroll and Benefits, and Occupational Health and Safety. The HR department balances the needs of its customers – City employees, supervisors and managers – by developing and managing corporate programs, such as recruitment, labour relations, collective bargaining, training, staff development, payroll and benefits, and health and safety.

The HR department is responsible for:

- recruitment of staff, including posting, interviewing and on-boarding
- labour relations, including the handling of all union matters and negotiating collective agreements
- processing the pay, benefits and pensions of City employees
- creating, implementing and overseeing internal policies, such as 'Respect in the Workplace' and 'City Vehicle Use'
- ensuring the health and safety of City employees through safeguarding compliance with safe work practices
- providing advice and direction to managers, supervisors and Mayor and Council in support of effectively working with and communicating with staff



# 2018 Summary

- Approx. 230 General Resumes received
- 1746 applications submitted to internal and external postings
- 77 Internal postings, 143 internal applications
- 53 External postings, 1603 applications
- 83 positions filled (46 internal, 37 external)
- 164 Election Applications received – hired approx. 100 Election Officials



# 2018 Achievements

- ✓ Created a 5 Year Succession Planning Master Plan to ensure that the City is ready for staffing changes
- ✓ Improved the Safety Management System within the City (i.e. Personal Protective Equipment and Safety Training)
- ✓ Implemented a City-wide Performance Management Tool focused on Employee Development

**Note:** The Human Resources Department handles a number of private and confidential matters. For this reason, several of the Department's Achievements and Goals are not outlined herein.



# Challenges & Opportunities

## **Employer Implications of Legalized Cannabis**

- In October of 2018, the use of recreational cannabis was legalized in Canada, creating the need for the HR Department to prepare for the various challenges the City may face with the use of cannabis products for medical/non-medical use in the workplace.
- The Human Resources Department will follow the published experiences of employers regarding cannabis use and will have the safety of staff as its paramount concern.

## **Collective Bargaining of Three (3) Agreements**

- Three (3) of the City's four (4) unions (CUPE City, International Brotherhood of Electrical Workers and CUPE Library) collective agreements expired on December 31, 2018. Collective bargaining is a labour-intensive undertaking for both management and unions.
- The HR Department continues to regularly engage with union executive and has established a solid foundation for upcoming Collective Bargaining.



# 2019 Initiatives

## **Implement the 5 Year Succession Planning Master Plan (Good Governance)**

- For a variety of reasons (e.g. retirements), the City will implement its 5 Year Succession Planning Master Plan, which will include providing the necessary training, mentoring and hands-on experience required to ensure that the high risk, up-and-coming staff vacancies are handled with limited (if any) disruption to staffing levels and overall productivity.

## **Prepare City to achieve Certificate of Recognition (COR) & The Partners in Injury (PIR) and Disability Prevention Program (Good Governance)**

- Both COR and PIR are voluntary program that operate through the combined efforts of WorkSafeBC, the Ministry of Labour, industry partners, safety associations, employers and labour groups. By completing (and maintaining) COR and PIR, the City will be eligible for significant WorkSafeBC refunds.



# 2019 Initiatives

## **Ratification of Three (3) Expired Collective Agreements**

- The Human Resources Department will undertake to successfully negotiate and achieve union ratification of the three (3) collective agreements that expired at the end of 2018. Strong collective agreements are to the mutual benefit of both the City and its unions and will support the City's mandate of being an employer of choice, both for current staff and to attract talent in the future.



# Staffing

*General Government  
Human Resources*

2018      2019

5

5





# Highlights

	2019 Budget	% change	Trend
Total Revenue	0	0.0%	→
Operational Expense	753,080	12.4%	↑
Safety Program Expense	49,920		↓
Total Internal Allocation Out	<u>0</u>		→
Net Operating Expense	803,000		↑
Total Capital	0		→
Cost per Capita	23.78		↑
% of Property Tax	2.41%		↑



# 2019 Budget

*General Government  
Human Resources*

Expenses	2018 Budget	2018 Forecast	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget
Goods and Services	160,480	<b>105,342</b>	<b>162,000</b>	153,920	156,898	159,936	163,035
Salaries and Benefits	509,610	<b>498,249</b>	<b>556,080</b>	567,202	578,545	590,116	601,919
Legal	15,000	<b>66,150</b>	<b>35,000</b>	35,700	36,414	37,142	37,885
Safety Program Expense	<u>47,538</u>	<b><u>69,781</u></b>	<b><u>49,920</u></b>	<u>50,918</u>	<u>51,937</u>	<u>52,975</u>	<u>54,035</u>
Net Operating Expense	732,629	<b>739,523</b>	<b>803,000</b>	807,740	823,795	840,170	856,874



# Questions

