

Administration vs. Governance

AMM Municipal Officials Seminar

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People First HR Services is a People Corporation company

People First HR Services

- Full firm HR Services
- Partnered with Association of Manitoba Municipalities in late 2017
- ‘On-Call’ Service available to all Municipalities

Administration vs. Governance

- An introduction for newly elected officials on their responsibilities as an employer
- Best practices for providing leadership in the oversight of the HR function within their communities.
- Division of responsibility between administration and elected officials

The quality of the relationship fostered between council and the CAO is key to the effective and efficient conduct of business in the municipality. It is incumbent upon Council to allow the CAO to manage.

Municipal Act Procedures Manual 4.1.3



Municipalities as employers

HR Management includes (but is not limited to):

- Employee recruitment and selection
- Training and development
- Managing compliance of legislation and regulations
- Employee performance management
- Benefits & employee wellness
- Health and safety
- Management of employee records



Employment Standards Act

Workplace Safety and Health

Human Rights Code



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Legislated HR Policies

- Hours of work
- Ending employment/probation
- Employee files
- Holidays, Vacation, Leaves
- Human Rights/Employment Practices
- Accommodation
- Harassment & Bullying Prevention
- Health and Safety

Employment Standards Act

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MB Human Rights Code: Protected Characteristics

Age	Sexual Orientation
Ancestry, including colour & perceived race	Ethnic background or origin
Gender identity, gender-determined characteristics or circumstances	Sex, including sex-determined characteristics, such as pregnancy
Nationality or national origin	Physical or mental disability
Political belief, political association or political activity	Social disadvantage
Religion, religious belief, religious association or religious activity	Marital or family status
<i>Physical size or weight</i>	Source of income

Human Rights Code

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Accommodation

- Employers have an obligation to adjust rules, policies or practices to enable a person to participate fully in the workplace
- The duty to accommodate is triggered when an employee self-declares as having a disability, or a need related to a protected ground.
- Examples: physical or mental disability, gender transition, religious holidays

Workplace Health & Safety

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'Respectful Workplace'

Core intent is to stop harassment from occurring by building awareness of unacceptable behaviours, and to provide a process for complaints if it does occur.

This includes incidences of:

- Discriminatory Harassment
- Sexual Harassment
- Personal or Psychological Harassment (Bullying)

Respectful Workplace Compliance

Under Manitoba Workplace Safety and Health Regulation, M.R. 217/2006, employers must:

- Have a harassment prevention policy, do training on this policy, and make sure all employees follow this policy.
- Develop the policy with input from employees.
- Include in the policy a set of required statements about harassment prevention and the protections for those who make complaints.
- Provide information on how to make a complaint, how it will be investigated, and the how those involved will be informed of the results of the investigation.

Codes of Conduct under the Municipal Act

Non-traditional leaders, willing to take risks and accept challenges are needed to help communities move into the future.

Municipal Act Procedures Manual (4.1.1)

Hiring a CAO

The ability of council to make sound decisions will depend to a large extent on the strength of the CAO. The quality of information, analysis and recommendations provided to council are critical to council's central role. In that respect, the hiring of a CAO is one of the key responsibilities of any corporate leader – in this instance council.

Municipal Act Procedures Manual (4.1.3)

Managing CAO Performance

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