



Human Resources

2025 Revenue Budget

What is Human Resources (HR)

In a municipal workplace, HR plays a crucial role in managing the workforce, ensuring compliance with employment laws, and fostering a productive, engaged, and inclusive work environment.

Key responsibilities include: Labour Relations, Talent Acquisition & Retention, Compensation & Benefits, Employee Relations & Engagement, Organizational Development, Policy Development & Compliance, and Wellness, Health & Safety.



2024 Year In Review

Human Resources Staffing

- Human Resources experienced a significant change in staff team turnover
- An Interim Director was appointed to lead the transition and the hiring of a new Director

HR and H&S Highlights

- Ratification of Inside and Outside CUPE Collective Agreements
- De-escalation procedure rolled out in November
- Equipment noise level testing was conducted



2025 Work Plan



Collective Bargaining

- Woodstock Fire Association (in progress)
- Woodstock Public Library (in progress)

HR Policy Review

Corporate Training:

- Prevention of Workplace Violence and Harassment for Supervisors, with additional training for staff
- Expansion of online/virtual training opportunities

Wellness, Health & Safety:

- Lead the creation of departmental/facility Safety Plans, and relevant H&S training
- Focus on wellness-based communications and resources for mental, emotional and physical health

2025 Budget Drivers



2025 Base Budget Addition

Request for a new **Human Resources Assistant**

An HR Assistant supporting labour relations, compensation, benefit administration, recruitment, and H&S training plays a pivotal role in enhancing workplace efficiency and compliance.

They manage meticulous documentation and communication tasks crucial for labour relations, assist in processing payroll and compensation data, and assist with the logistics for recruitment activities from job postings to onboarding.

Additionally, they oversee benefits management through enrollment, claims processing, and vendor coordination.

They also schedule, organize, and maintain records for essential H&S training sessions, ensuring that all employees meet compliance regulations while contributing to a safe and informed workplace environment.

The role requires multitasking across various HR systems with a keen eye for detail and confidentiality.





**THANK
YOU**