

Human Resources



Township of The Archipelago - Current Work Plan and Project

Current Period: 2 Plan Duration Actual Start % Complete Actual (beyond plan) % Complete (beyond plan)

ACTIVITY	PRIORITY (1-5) & CATEGORY	STRATEGIC PRIORITIES	BUDGET IMPLICATIONS	ESTIMATION OF ALLOCATED TIME ANNUALLY	IDEAL ESTIMATION OF ALLOCATED TIME ANNUALLY	ANTICIPATED START	ANTICIPATED DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE	PERIODS 2024-2026																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
				MUST EQUAL 100%	2024										2025										2026																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										
					1						2	3	4	5	6	7	8	9	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#	#																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
MANAGER HUMAN RESOURCES																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			

CATEGORIES
R = Regulatory, S = Safety, E = Environmental, C = Cost Savings, U = Upgrade, M = Repair/Maintenance, N = New Initiative, O = Other

STRATEGIC PRIORITIES
Protect and Preserve (A)
Adhere to the Township's mission and values centered on the continued preservation and protection of the Georgian Bay shoreline, inland and watershed areas through environmental initiatives, including prevention and removal of invasive species, responsible land use and controlled development.
Sustainable & Cost Effective Services (B)
Deliver services and maintain infrastructure to meet the needs of the community in a manner that is responsible, sustainable, efficient, cost effective and observes the established mission, vision, values and beliefs of the TOA.
Effective Relationships & Partnerships (C)
Continue to strengthen and maintain relationships with internal and external stakeholders including neighbouring municipalities, Indigenous communities, community associations, other level of governments and organizations.
Leadership and Communication (D)
Providing strong leadership through good governance, responsible decision making and open communication to encourage collaboration and develop solutions that are mindful of collective interests and aligned with the values and beliefs of the TOA.

Human Resources



Township of The Archipelago - Current Work Plan and Project

	ACTIVITY	DESCRIPTION
	MANAGER HUMAN RESOURCES	
1	Day to Day Activities (P)	Includes: Meetings, report writing, research, financial management, employee related HR matters, benefit & pension administration and implementation, succession planning (inclusive of talent and performance management), learning and development, recruitment (inclusive of onboarding/offboarding), health and safety related matters, program management, strategic planning, and professional development
2	Organizational Review - Implementation - (P), CAO and specific SLT members	Create and/or revise position descriptions, Implement a recruitment cycle to attract and retain potential candidates (job posting, applicant screening, interviewing, reference checks, offer letter) based on phased recommendation schedule, Onboard new hires
3	Compensation Review and Implementation (P)	Update positions descriptions to ensure they accurately reflect current position related responsibilities, Assist with collection/coordination of market data for Consultant consideration, Provide Consultant assistance as required, Support appeal meetings if/when required, Attend Council Meetings to support Consultant findings, Coordinate dissemination of Employee Communication on outcome of compensation review (inclusive of upgrading salary grid, provide salary letters with Employee's new step adjustment).

	ACTIVITY	DESCRIPTION
4	HR and H&S Policies, Procedures and form review, revisions and updates (P)	Research update and revise all HR and H&S policies, Implement guidelines, procedures to support the program inclusive of creating forms/agreements and SOP's to support the policies, practices and procedures. Undertake a H&S audit to ensure the TOA is in compliance.
5	Corporate/Cross-Departmental Project Involvement (IT audit, Records Management, Compensation Review, Financial software implementation - Ph 2) (S)	Provide recruitment assistance with regards to IT audit and address any IT training Assist with the upload of any HR related data to the new financial software (Phase 1), if required Load HR related data and train employees on the use of the HR database planned for implementation in Phase 2 (requests for time and attendance, vacation/OT, sick day etc.) Manage HR related files in coordination with the implementation of a new records management program

ACTIVITIES

P = Primary, S = Secondary

CATEGORIES

R = Regulatory, S = Safety, E = Environmental, C = Cost Savings, CI = Council Initiative, U = Upgrade, M = Repair/Maintenance, N = New Initiati

STRATEGIC PRIORITIES

	ACTIVITY	DESCRIPTION
	Protect and Preserve (A)	
		Adhere to the Township's mission and values centered on the continued preservation and protection of the Georgian Bay shoreline, inland and watershed areas through environmental initiatives, including prevention and removal of invasive species, responsible land use and controlled development.
	Sustainable & Cost Effective Services (B)	
		Deliver services and maintain infrastructure to meet the needs of the community in a manner that is responsible, sustainable, efficient, cost effective and observes the established mission, vision, values and beliefs of the TOA.
	Effective Relationships & Partnerships (C)	
		Continue to strengthen and maintain relationships with internal and external stakeholders including neighbouring municipalities, Indigenous communities, community associations, other level of governments and organizations.
	Leadership and Communication (D)	
		Providing strong leadership through good governance, responsible decision making and open communication to encourage collaboration and develop solutions that are mindful of collective interests and aligned with the values and beliefs of the TOA.