



HUMAN RESOURCES department

ACTIVITY REPORT SEPTEMBER TO NOVEMBER

The Human Resources (HR) department coordinates all Kativik Regional Government (KRG) labor files. The department delivers advice, technical assistance and coaching to managers, as well as contributing to the implementation of the organization's mandates through employee recruitment, retention, training and upgrading.

1. General

- Many changes are happening within the department following the departure of Meredith Pilkington, previous department director, on July 5, 2022 as well as the departure of Cynthia Cookie-Simard on September 16, 2022. A new HR Advisor, Melanie Holloway, starting September 12, 2022;
- A call for tender for the insurances coverage was launched without success. Following a second call for tender a successful bidder was awarded a contract.
- Updating of employees files (insurances, dependents list, etc.) more specifically the Dependent Status Form, with students returning to school back in August and September.
- The revision of pay equity was completed and is under review, the salary class's review should start in the New Year. We are currently working with the consultants.
- Commitment remains a focus for Recruitment and Retention policies to reduce turnover costs.

2. Employee movements

Revision of posting and publication, sorting/pre-selection of candidates with departments, coordination and leading of interviews, coordination of psycho-metric tests, references, preparation of contracts, coordination with Operations section for employee arrival, etc.

- For KRG:
 - Coordination of the posting of 51 positions and hiring of 25 employees;
 - Coordination of the end of employment of 25 permanent employees (termination or resignation);
- For NPS:
 - 14 constables positions filled, all staff for NPS;
 - Coordination of the end of employment of 9 constables;

3. Training

- HR Downloads was implemented; invitations were sent and training has started for some employees.
- Implementing a survey for training needs, to better evaluate the needs of the KRG employees.

4. Labour Relations

- Labour relation committee (employer-union): meetings on a regular basis continued in October and November. Discussions on different issues (specific employee cases, complaints, improvements, requests, etc.).
- Collective agreement:
 - Ended December 2020;
 - Preparation for negotiations: position, mandate, financial evaluation etc;
 - Negotiation meetings were conducted on September 28 and 29, 2022 in Kuujjuaq and the following session will be held November 23 to 25, 2022 in Montreal. Future meetings are scheduled for early 2023.
 - We are working with the Union to finalize the revised list of individual safety equipment and clothing. The final list will be part of the new collective agreement.

5. Technical Assistance Program to Northern Villages

- The technical assistance to the Northern Villages has started and a few requests were received. A plan of action will also be developed for early 2023, to transition the requests.
- Presentations and documentations will be available in early 2023.

6. **Statistics** (as of November 1, 2022)

KRG								
	KRG	%	TRANSPORT	%	MANAGEMENT	%	TOTAL	%
Inuit Women	98		3		19		120	
Inuit Men	47		58		18		123	
Total : Inuit	145	65%	61	80%	37	48%	243	64%
Non Inuit Women	21		0		18		40	
Non Inuit Men	58		12		22		95	
Total : Non Inuit	79	35%	15	20%	40	52%	134	36%
TOTAL EMPLOYEES	224		76		77		377	

Public Security - NPS								
	NPS	%	Guard	%	Civilian	%	TOTAL	%
Inuit Women	2		4		7		13	
Inuit Men	2		2		0		4	
Total : Inuit	4	5%	6	14%	7	100%	17	13%
Non Inuit Women	7		11		0		18	
Non Inuit Men	72		25		0		97	
Total : Non Inuit	79	95%	36	86%	0	0%	115	87%
TOTAL EMPLOYEES	83		42		7		132	
In Kuujjuaq	23	28%	12	29%	7	100%	42	32%

* Guards in Kuujjuaraapik, Inukjuak and Kangiqsujuaq are not included as they are paid by the NVs.

7. Human Resources Department Employees

Departments	Assigned to:	Contact info
Northern Villages	Karine Cote	hrdirector@krq.ca ext 2337
Human Resources	Karine Cote	kcote@krq.ca ext 2337
Public Security	Nathalie Le Gall	nlegall@krq.ca ext 2275
Municipal Public Works	Karine Cote	kcote@krq.ca ext 2337
Renewable Resources, Environment, Lands and Parks	Karine Cote	kcote@krq.ca ext 2337
Civil Security	Nathalie Le Gall	nlegall@krq.ca ext 2275
Administration	Melanie Holloway	mholloway@krq.ca ext 2409
Communications	Melanie Holloway	mholloway@krq.ca ext 2409
Sustainable Employment	Melanie Holloway	mholloway@krq.ca ext 2409
Recreation	Melanie Holloway	mholloway@krq.ca ext 2409
Finance and Treasury	Josianne Cimon	jcimon@krq.ca ext 2289
Legal, Socio-judicial and Municipal Management	Josianne Cimon	jcimon@krq.ca ext 2289
Regional and Local Economic Development	Josianne Cimon	jcimon@krq.ca ext 2289
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