



HUMAN RESOURCES department

ACTIVITY REPORT FEBRUARY 2023 TO MAY 2023

The Human Resources (HR) department coordinates all Kativik Regional Government (KRG) labour files. It 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

- The new HR Director arrived in Kuujuaq in early March, 2023, Eleanor Scharf. She has received a warm welcome and has been focusing on facilitating the fulfillment of the HR Dashboard priorities.
- In order to support the HR team, the recruiter position was posted as well as for another HR Advisor. The department staff are looking at recruitment tools to help facilitate recruitment.
- Updating of employee files (insurances, dependents list, etc.) are ongoing and support to the KRG employees as well, for any work related questions.
- The consultants working on the pay equity have confirmed that we will have a proposed structure by the end of May.
- The HR teams' key priorities are employee retention, employee recruitment, remote work, alternative flex work policy, pay equity, salary scale review and review of benefits package.
- Nationwide in Canada, recruitment and retention is a challenge. 59% of employers are reporting extremely challenging recruitment and retention of employees.
- An Employee engagement survey has been conducted and concluded on May 12. The results will assist HR and the DGO in identifying employee priorities.
- The HR team will start travelling in the fall to the NV's to meet with the Northern Villages representatives.

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 for the posting of forty-seven (47) positions and hiring of twenty-one (21) employees;

- Coordination for the end of employment of fourteen (14) permanent employees (termination or resignation);
 - Out of the **47** postings, **28** were a 1st posting, **14** were a 2nd posting and **5** were a 3rd posting or more. Thirteen (13) of our postings were for other communities than Kuujuaq.
- For NPS:
 - Nine (9) constables positions filled, all staff for NPS;
 - Coordination of the end of employment of Eight (8) Constables;

3. Training

- Training has commenced for 2023.
- We are looking to identify talents and build on our succession plan to further opportunities within KRG for our employees.

4. Labour Relations

- Labour relations committee (employer-union): A few meetings were done in the last few months. Discussions on different issues (specific employee cases, complaints, improvements, requests, etc.).
- Collective agreement:
 - We are at the last stage of the translation review; the official signature of the new collective agreement will follow. It will be done in a few weeks. 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

- We have started assistance with the Northern Villages with the help of the legal department; we are still in a transition period. Posting for an HR Advisor currently for technical assistance to the Northern Villages. A more defined plan of action will soon be available and communicated to the Northern Villages.
- The Northern Villages will be contacted soon in order to determine their HR needs.

6. **Statistics** (as of May 1, 2023)

KRG								
	KRG	%	TRANSPORT	%	MANAGEMENT	%	TOTAL	%
Inuit Women	90		3		20		113	
Inuit Men	46		59		17		122	
Total : Inuit	136	66%	62	78%	37	45%	235	64%
Non Inuit Women	18		0		18		36	
Non Inuit Men	53		17		28		98	
Total : Non Inuit	71	34%	17	22%	46	55%	134	36%
TOTAL EMPLOYEES	207		79		83		369	

Public Security - NPS								
	NPS	%	Guard	%	Civilian	%	TOTAL	%
Inuit Women	1		3		7		11	
Inuit Men	2		1		0		3	
Total : Inuit	3	4%	4	7%	7	100%	14	10%
Non Inuit Women	10		19		0		29	
Non Inuit Men	66		36		0		102	
Total : Non Inuit	76	96%	55	93%	0	0%	131	90%
TOTAL EMPLOYEES	79		59		7		145	
In Kuujjuaq	29	37%	16	27%	7	100%	52	36%

Total KRG and NPS Employees :	514
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Total Vacancies at KRG and NPS :	74
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7. Human Resources Department Employees

Departments	Assigned to:	Contact info
Northern Villages	Karine Cote	hrdirector@krg.ca ext 2337
Human Resources	Eleanor Scharf	eScharf@krg.ca ext 2425
Public Security	Nathalie Le Gall	nlegall@krg.ca ext 2275
Municipal Public Works	Anne-Marie Girard	AMGirard@krg.ca ext 2264
Renewable Resources, Environment, Lands and Parks	Anne-Marie Girard	AMGirard@krg.ca ext 2264
Civil Security	Nathalie Le Gall	nlegall@krg.ca ext 2275
Administration	Melanie Holloway	mholloway@krg.ca ext 2409
Communications	Melanie Holloway	mholloway@krg.ca ext 2409
Sustainable Employment	Melanie Holloway	mholloway@krg.ca ext 2409
Recreation	Melanie Holloway	mholloway@krg.ca ext 2409
Finance and Treasury	Karine Cote	kcote@krg.ca ext 2337
Legal, Socio-judicial and Municipal Management	Karine Core	kcote@krg.ca ext 2337
Regional and Local Economic Development	Karine Cote	kcote@krg.ca ext 2337
Transportation	Karine Cote	kcote@krg.ca ext 2337
Inquiries regarding insurance, pension plan, RRSP, forms, etc	Leah Pilurtuut Vacant	lpilurtuut@krg.ca ext 2305 or hadmin@krg.ca