

COMMON COUNCIL REPORT

M&C No.	2024-163
Report Date	June 10, 2024
Meeting Date	June 24, 2024
Service Area	Human Resources

Her Worship Mayor Donna Noade Reardon and Members of Common Council

SUBJECT: Employee Engagement and Wellness

AUTHORIZATION

Primary Author	Commissioner/Dept. Head	Chief Administrative Officer
<i>Blessing Njoku</i> <i>Katherine Shannon</i>	<i>Stephanie Hossack</i>	<i>J. Brent McGovern</i>

RECOMMENDATION

It is recommended that Common Council grant authority to the Chief Administrative Officer (CAO) or his delegate to approve the purchase of goods to be awarded to City employees as part of employee engagement and wellness initiatives with an annual maximum amount not to exceed \$5,000, funded through the approved annual Human Resources operating budget. This authorization will be in accordance with the Strategic Procurement Policy, FAS-011, adopted by Common Council on June 19, 2023.

EXECUTIVE SUMMARY

The City of Saint John is committed to fostering a workplace culture of engagement, wellness and appreciation. To support this commitment, corporately organized events will be held annually to recognize employees for their contributions to the organization. During such events, a nominal gift may be awarded to demonstrate the City's appreciation and recognition of employees' contributions.

With Council's adoption of the recommendation specified in this report, the CAO or his delegate may approve the purchase of nominal gifts for employees, to a maximum of \$5,000 annually.

PREVIOUS RESOLUTION

N/A

REPORT

As an employer, the City of Saint John seeks to promote employee engagement and well-being. Improvement in employee engagement and a focus on employee well-being may generate numerous benefits, including but not limited to

enhanced ability of employee attraction and retention; lower absenteeism; and improved employee morale.

Throughout a calendar year, corporate events will be held to recognize employee contributions, show appreciation, and promote well-being. During such events employees may be awarded nominal gifts to demonstrate employer appreciation. Such events are limited in number throughout a calendar year.

Where applicable, goods purchased will be branded with the City's Big Heart Small City logo.

STRATEGIC ALIGNMENT

Employee engagement and well-being initiatives are aligned with Common Council's priorities of Belong and Perform.

SERVICE AND FINANCIAL OUTCOMES

The annual cost of purchasing goods for the purpose of recognizing employee contributions during employee engagement and well-being initiatives will not exceed \$5,000. The funding will be supported through the approved annual Human Resources operating budget.

INPUT FROM OTHER SERVICE AREAS AND STAKEHOLDERS

Input has been received from the City's Procurement Department and this recommendation will be in accordance with the provisions of the City of Saint John Strategic Procurement Policy, FAS-011 adopted by Council on June 19, 2023.

ATTACHMENTS