

# Human Resources

This period report summarizes key human resources activities from September to December 2025, including recruitment outcomes, organizational changes, pay transparency work and labour relations.



## Recruitment

### Regular hires

1. Refuse Collector
2. Mechanic
3. Reception Leader (RPT)
4. Senior Manager of Human Resources
5. Municipal Hall Receptionists (two auxiliary – pilot project)

### Departures

1. Director of HR&CR
2. Occupational Health & Safety Manager
3. Planning Technician

### Postings & competitions

1. Occupational Health & Safety Manager
2. Planning Technician

## Labour Relations & CUPE 374

- CUPE Local 374 elected new leadership, with John McNaughton as Vice-President and Rebeka Manson as alternate Vice-President.
- Collective bargaining preparations advanced, with negotiations scheduled for November 26–27 and Township representation by Dan Horan & Vicki Gannon.
- Work continued on amendments to the Letter of Agreement for Building Maintenance Workers related to 10-hour shifts and statutory holidays to achieve a more balanced solution for employees and the Township.
- One Human Rights complaint was resolved.

## Classification, compensation & job evaluation

**New positions** were classified, including Labourer III at pay band 6 and Street Sweeper at pay band 7.

**Job evaluation outcomes** included a reclassification of Refuse Collector from pay band 4 to 5 and the Office Administrator, Parks and Recreation (formerly Program Support) from pay band 8 to 10.

**COMPLETE**  
Pay Transparency Report  
under BC's Pay  
Transparency Act

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## Employee recognition & leadership development

On October 23, 2025, the Township recognized 16 employees for 10, 15, 20 and 35 years of service, reinforcing a strong sense of belonging, enjoyment and satisfaction among long-serving staff.



An October leadership session at the Pavilion brought together directors and the CAO for team building, collaborative planning, and support of the Township's strategic direction.

## Strategic projects & FireSmart Coordinator

HR collaborated with the Emergency Resiliency Manager to design the position, including a detailed job description, consideration of part-time versus full-time hours, and a mix of office-based and community outreach duties.

**\$138,003.65**  
FireSmart  
Funding received  
from UBCM

