

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

