

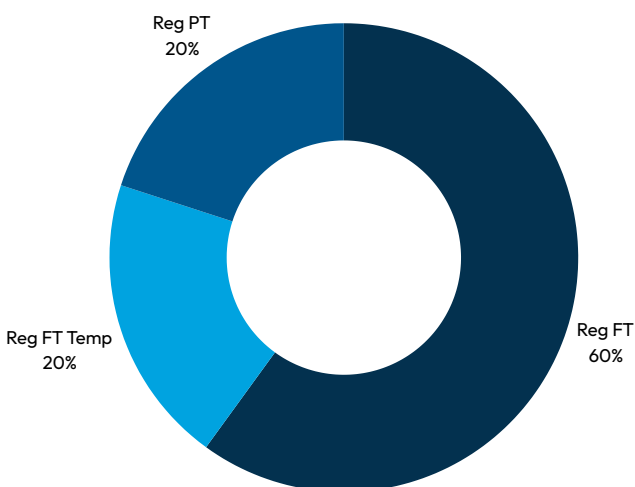
Human Resources

This period report summarizes key human resources activities from January to April 2025, including recruitment outcomes, staff development initiatives, organizational adjustments, and ongoing collective bargaining efforts.



Recruitment

Each filled position directly supports the Township's ability to deliver high quality public services, maintain operational continuity and fulfill Council priorities (planning, recreation, financial stewardship, infrastructure)



Training and Development

Effective Report Writing Course

(Online – Jan 21, 28, Feb 4)

Focus: Writing clear, concise, and structured reports across departments

25

staff participated

Regular full-time

Corporate Services Advisor
Maintenance Worker
Planner Policy II
Manager of Information Technology
Chargehand Painter- Utility
Labourer II

Regular full-time (temp)

Accounting Coordinator
Recreation Coordinator

Regular part-time

Archivist
Reception Leader

In progress

Regular full-time

Director of Strategic Initiatives
Freedom of Information Assistant

Mat Leave

Recreation Programmer- Child, Youth, and Family Services

Human Resources

Organizational Design & Workforce Planning

Based on service delivery needs, a Labourer II role was reclassified as a Maintenance Worker position to support infrastructure and municipal asset maintenance.



Compensation & Labour Market Analysis



Quarterly Statistics Canada Job Vacancy & Wage Survey



CivicInfo Senior Staff Compensation & Council Remuneration Surveys and City of Port Alberni exempt compensation benchmark

Performance Evaluation Tools



A new Behavioural Competency Framework was implemented across all roles.



Performance Evaluation Tools were fully updated to align with Township values, support professional growth, and ensure consistency across departments.

Bargaining Update

Negotiation Dates: March 31, April 2–4, 10.



CUPE Local 374 negotiations underway for a new collective agreement (expired Dec 31, 2024). Township Representatives: Jack Lees, Vicki Gannon, Dan Horan

Other Notables

Jack Lees, Manager of Occupational Health & Safety, appointed Alternate Trustee for Vicki Gannon to the GVLRA Long Term Disability (LTD) & to the Capital Area Benefits Trust (CABT).

Thought Leadership & Professional Engagement

- Vicki Gannon (Director, HR & Community Relations) was invited to co-present at MATI: Managing People in Local Government (Salt Spring Island).
- Presentation Topic: Respect in the Workplace, delivered jointly with CUPE Local 374 President.
- Focus: Building collaborative, respectful union-management relationships.