

Human Resources

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



Recruitment

Regular full-time

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

Regular part-time

Building Maintenance Worker

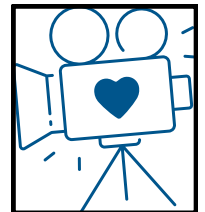
In progress

Senior Human Resources Manager
Receptionist (Aux - Pilot)

Recruitment Branding

HR has teamed up with a videographer to bring the Careers section of the Township website to life!

We're creating authentic video content. Think real staff stories and behind-the-scenes glimpses to showcase our workplace culture and boost recruitment in a fresh, relatable way.



Indigenous Relations

Reconciliation Initiatives Report submitted to South Island Reconciliation Advisory Committee (SIRAC)

Kosapsum Nation Engagement: Director HR&CR accompanied Mayor and CAO to Chief and Council meeting on May 23, 2025

Songhees Nation Engagement: Formal request submitted for the Mayor to present to Chief and Council.

Labour Relations

Compressed Work Week Implementation.

Letter of Agreement signed between employer and CUPE Local 374 for midnight shift Building Maintenance Workers

External Engagement

Capital Area Benefits Trust Meeting Director HR&CR and Manager of OHS attended as Trustees

LTD/GLVRA Trust Meeting Director HR&CR and Manager of OHS attended as Trustees

Occupational Health & Safety ²

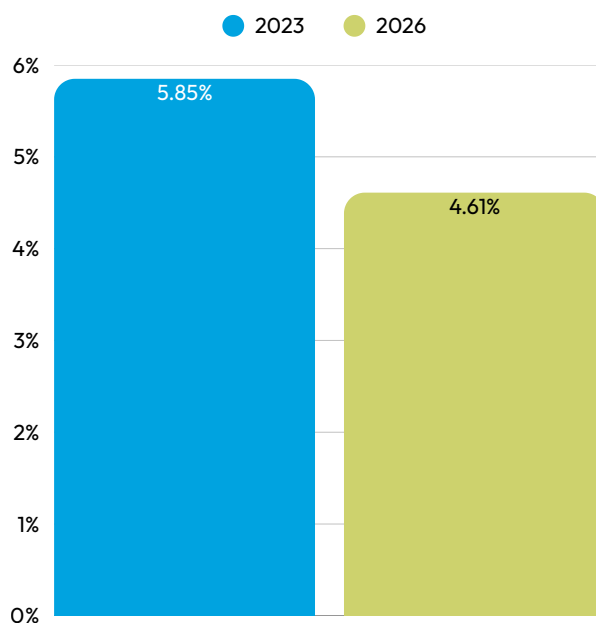
This period report summarizes key occupational health and safety activities from May to August 2025, including policy development & compliance.

COLLECTIVE BARGAINING SESSION

September 16

WorkSafeBC

WSBC Rate Comparison 2023 Vs 2026



ESTIMATED ANNUAL SAVINGS:



\$223,000

Policy Development & Compliance (HR and OHS)

- ✓ Statistics Canada Job Vacancy and Wage Survey quarterly report submitted
- ✓ M-PER-12: Attendance Management reviewed, updated, and reissued
- ✓ Gender Information Collection Form (BC Gov - Pay Transparency Act)
- ✓ All HR offer letter templates reviewed and updated for clarity & consistency
- ✓ Working Alone Procedures developed and implemented for Municipal Hall staff to ensure WorkSafeBC compliance and employee safety