



Staff Report HR2021-022

Title of Report: TAPS Operator/Labourer and Cemetery Posting
Department: Human Resources
Council Date: October 6, 2021

Recommendation:

Be it resolved that Council receive Staff Report HR2021-022 for information; and
That Council approve and direct staff to post the job of TAPS Operator/Labourer and Cemetery internally.

Background:

During the 2021 budget process, a full time Team Leader WDRM was approved.

At the April 7, 2021 Council Meeting, with staff report HR2021-007 it was announced that Melody Hill was appointed as the successful candidate for that position. A probation period was put in place that would allow Melody to return to her position as TAPS Operator/Labourer and Cemetery at any time during her probationary period. Melody has now accepted the position full time.

The position of TAPS Operator/Labourer and Cemetery was being fulfilled with a contract and will now be posted as a full-time job opening.

Staff Comments:

Staff recommend posting this position internally as per sections "Hiring Justification Process" and "Internal Recruitment Process – Staff Employees" in [Policy # 8 Hiring Policy](#) and because there are Southgate staff that are qualified for the position.

Financial Implications:

These positions were included in the 2021 budget.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

Concluding Comments:

1. That Council receive this report as information.
2. That Council approve and direct staff to post the job of TAPS Operator/Labourer and Cemetery internally.

Respectfully Submitted,

Human Resources: *Original Signed By*

Kayla Best, HR Coordinator/ Assistant to the CAO

Dept. Head Approval: *Original Signed By*

Jim Ellis, Public Works Manager

CAO Approval: *Original Signed By*

Dave Milliner, CAO

Attachments:

None.