



## **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.