



Staff Report HR2022-004

Title of Report: Public Works Staffing
Department: Human Resources
Council Date: February 16, 2022

Recommendation:

Be it resolved that Council receive Staff Report HR2022-004 for information; and
That Council receive retirement letter from Phil Wilson and thank Phil for his years of service as Public Works Foreman and Fleet Manager; and
That Council approve and direct staff to post the job of Public Works Foreman and Fleet Manager internally only; and
That Council receive retirement letter from Doug Aitken and thank Doug for his years of service as Public Works Operator/Labourer; and
That Council approve and direct staff to post the job of Operator/Labourer internally only; and
That Council direct staff to post the one-year contract position of WRDM Team Leader internally and externally.

Background:

Phil Wilson was hired as the Hopeville Lead Hand in September of 2005, and promoted to Public Works Foreman and Fleet Manager in April 2013. Phil has provided Attachment #1 retirement resignation letter and his last day with the Township will be April 29, 2022.

Doug Aitken was hired as a seasonal Public Works Operator/Labourer in 2012 and promoted to fulltime Labourer/Operator in October 2014. Doug has provided Attachment #2 retirement resignation letter and his last day with the Township will be March 31, 2022.

Staff Comments:

Staff have reviewed current staffing within the Township's current operations and recommend posting the positions of Public Works Foreman and Fleet Manager and Fulltime Operator/Labourer internally only. Staff believe that promoting from within has the following benefits:

- Internal candidates already have knowledge of the Township and operations;
- Encourages hard work and loyalty of staff, showing that the Township recognizes and rewards those that work hard which also boosts morale;
- The Township knows the capabilities and work ethic of internal candidates;
- Encourages external candidates to apply for part-time, contract or seasonal positions as a 'foot in the door' and shows that if they take on those positions that they may have an opportunity to be hired fulltime in the future. These

non-permanent positions are difficult to fill and giving those that took a chance on us the opportunity first, shows good faith and appreciation;

- Southgate promotes and invests in training for employees to educate and mentor for consideration in their careers for succession planning opportunities;
- Staff only recommend internal postings when they feel there are internal candidates that are qualified for the position. If after the interview process it is found there are no internal qualified candidates, then an external posting will be done.

This recommendation follows section 6a "Recruitment Process – Internal Recruitment" in [Policy # 8 Hiring Policy](#).

Staff recommend the postings for the Public Works Foreman and Fleet Manager and the Fulltime Operator/Labourer take place starting February 18 – 24, 2022 in order to give time for the recruitment process, sufficient training and possible backfill of other positions.

Another position that will be required in the near future is a one-year contract position for WRDM Team Leader. The staff person currently in this position will be taking a planned one-year leave and this position will need to be covered during this time. Although there may be internal staff that could fill this position, staff recommend posting internally and externally to reach a wider audience. Staff recommend the posting for this position take place February 21 – March 7, 2022 to provide sufficient time for the recruitment process and training.

Financial Implications:

These positions have been approved for the 2022 budget, however there may be an increase in wage cost due to overlap for training.

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 thank Phil Wilson and Doug Aitken for their hard work and dedication to the Township of Southgate.
3. That Council approve internal posting of Public Works Foreman and Fleet Manager and Fulltime Labourer/Operator.
4. That Council approve internal/external posting of WRDM Team Leader.

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:

Attachment #1: Retirement Letter from Phil Wilson

Attachment #2: Retirement Letter from Doug Aitken