



<b>Report Presented To:</b>	Township of Southgate Council Meeting
<b>Meeting Date:</b>	2024-10-02
<b>Report Number</b>	HR2024-006
<b>Title:</b>	Waste Attendant
<b>Open/Closed Session:</b>	Open Session
<b>Prepared By:</b>	Kayla Best Human Resources Manager
<b>Reviewed By:</b>	Jim Ellis Public Works Manager
<b>Approved By:</b>	Kayla Best Human Resources Manager
<b>Approved By:</b>	Dina Lundy Chief Administrative Officer

**Executive Summary:**

Due to operational and health and safety needs, staff are requesting to add a part-time waste attendant to waste department’s staff compliment.

**Recommendation:**

**Be it resolved that** Staff report HR2024-006 be received for information; and **That** Council approve the addition of a permanent part-time waste attendant beginning in October 2024 at a cost of approximately \$15,000 annually.

**Background:**

The Township of Southgate operates transfer stations in Dundalk and Egremont. Currently there are two waste attendants that work out of the Dundalk waste site, one waste attendant that works out of the Egremont site and one attendant that moves with the HazBin, rotating between the two sites.

**Analysis**

As part of our ongoing commitment to operational excellence and customer service, staff have conducted an analysis of our current waste staffing. The Egremont waste site currently has one staff member and during peak operational times it is challenging for one person to serve multiple customers with various questions and services.

There is also a challenge due to both waste sites operating on Saturdays which does not allow for coverage if the one waste attendant from Egremont is not able to attend work (sick,

vacation, etc.) as well as coverage for the attendant that runs the HazBin. In these cases, we either need to cover with the team leader (at the overtime rate) or pull from the Dundalk site which then leaves that site short staffed.

Lastly, staff recently adopted a new health and safety policy regarding working alone. While completing risk assessments, it was identified that there are hazards associated with only one waste attendant being present during operations at the Egremont waste site.

Taking the above into consideration, staff are recommending adding a part-time waste attendant that will be primarily located out of the Egremont waste site. This staff person would also provide coverage for the Dundalk site when needed on Tuesdays.

Staff have considered alternatives, however have found this to be the solution that provides the best customer service and operational efficiency.

**Internal Policy and Legislated Requirements:**

Policy #33A – Health and Safety Policy

Occupational Health and Safety Act (OHSA)

**Financial and Resource Implications:**

For the remainder of 2024, the approximate cost for this position is \$3,564.42, which can be absorbed within the current approved 2024 budget. Annually, the addition of one part-time waste attendant would add \$15,000 to the waste operational budget; this includes wages and all benefits.

**Strategic Priorities:**

Priority: Operational Excellence

Goal: Goal 11: Provide Excellent Customer Service to Southgate Ratepayers and Community Members

Action Item: 11 e). Continue to Provide High-Quality Waste and Recycling Services and Upgrade Waste Services to Ensure Southgate Can Meet the Needs of the Growing Community

**Attachments:**

None.