

Human Resources and Community Relations Department

Documents readily available online are linked below. Any documents which do not have active links, can be requested from the department at the contact information provided at the bottom of the list.

Accident Reports – Employees and/or other

[Annual Reports](#)

Application Forms – Completed – Applicable to this department only

Arbitration Decisions

Benefits – Employee

Bylaws – Draft– Applicable to this department only

Collective Agreements – Draft

[Collective Agreements – Final \(CUPE\)](#)

[Collective Agreements – Final \(IAFF\)](#)

Employee Benefits

[Employee Classification](#)

Employees – Individual Case Files

Employee Applications / Resumes

First aid / WCB Reports

Grievances – Individual Case Files

Inspections – WorkSafe BC

Job Classifications – see Collective Agreements

Job Classification Challenges and Evaluation

Job Competitions – Individual case files

[Job Descriptions – Current job postings only](#)

Job Descriptions – Not currently posted

[Job Postings](#)

Labour Negotiations

Leases

Legal Opinions – Invoices / Costs – Applicable to this department only

Litigation – Individual Case Files

Long Term Disability – Individual Case Files

Management Reviews

[News/Media Releases – Current only](#)

[Newsletter – Township](#)

Organization charts – [Annual Reports](#)

Organization Reviews/Audits

Performance Planning and Review

Reports and Statistics – Applicable to this department only

[Reports – Annual](#)

[Reports to Council – Open Meetings](#)

HUMAN RESOURCES AND COMMUNITY RELATIONS ROUTINELY AVAILABLE RECORDS

Requests for Proposals – Applicable to this department only

[Salaries – Employees](#)

Staff Meetings (this department only) – Minutes and Agendas

Tenders – Applicable to this department only

Training and Development – General Information

Training and Development – Individual Employees

Workplace Inspection Reports – Applicable to this department only

Workplans – Applicable to this department only

WorkSafe BC- Claims

For the information that is not available through the embedded links above, please contact:

Human Resources and Community Relations

250-414-7109

HR@esquimalt.ca or Communications@esquimalt.ca