



Staff Report

Report Title: Updated Hiring Policy and Organization Chart

Prepared By: Leanne Scott, Human Resources Generalist

Department: CAO

Date: Oct. 3, 2022

Report Number: CAO-2022-10-31

File Number: A09-HIR20, H08-

ORG22

Attachments: Organizational Chart-2022, 3.0 Hiring Policy

Recommendation:

That the Township of Huron-Kinloss Committee of the Whole hereby approves Report Number CAO2022-10-31 prepared by Leanne Scott, Human Resources Generalist AND approves the updates to the Hiring Policy and the updated Organizational Chart AND FURTHER authorizes the appropriate By-laws coming forward.

Background:

Staff reviews policies and procedures on a continual basis. The Hiring Policy By-Law 2022-137 Schedule H, was recently reviewed for the current process and should be updated to reflect the new Human Resources Generalist position.

We have made the approved updates to the Organization Chart.

The report is being brought forward by the Human Resources Generalist, the Treasurer and the Chief Administrative Officer (CAO).

Discussion:

The updates to the Hiring Policy will not change the current process. The updates being proposed reflect the transfer of duties to the Human Resources Generalist, update the wording of the Selection and Promotions section to reflect that all hirings are authorized by the CAO; and further to include the option for a member of the Senior Management team to be part of the Selection Committee for the CAO position and further that the selection committees for all other positions may consist of the Human Resources Generalist and the Senior Manager and/or Supervisor and

may include the Mayor or an external consultant. The updates do not change the overall integrity of the policy.

The organizational chart is being presented to reflect all of the current Council approved positions.

Attached are copies of the proposed changes to the Hiring Policy and the updated Organizational Chart.

Financial Impacts:

This report has no financial impacts.

Strategic Alignment / Link:

We are an accessible community by being open and transparent.

Respectfully Submitted By:

Leanne Scott, Human Resources Generalist

Report Approved By:

Mary Rose Walden, Chief Administrative Officer