



## Staff Report

**Report Title: February 2023 Human Resources Status Report**

**Prepared By: Leanne Scott, Human Resources Generalist**

**Department: CAO**

**Date: Feb. 6, 2023**

**Report Number: CAO-2023-02-4**

**File Number: C11 CAO23**

**Attachments: Position Listing**

---

### **Recommendation:**

That the Township of Huron-Kinloss Council hereby receives for information Report Number CAO2023-02-04 prepared by Leanne Scott, Human Resources Generalist.

### **Background:**

The current Hiring Policy, By-Law 2022-137 Schedule H, Selection and Promotions states Senior Managers have discretion to hire casual and student employees and further that the Municipal Council will be kept informed of all hiring and staffing decisions that are made by the Chief Administrative Officer and the Senior Managers. As requested by the Township of Huron-Kinloss council, a list of the positions and the incumbents has been attached for information.

### **Discussion:**

The Public Works department received the resignations of Adam Condie and Mark McElroy from their Seasonal Snow Plow positions. We have hired a Winter Patroller to replace these positions for the remainder of the season, Mike Harrison.

### **Current Recruitment**

The Administrative Coordinator position was not filled in December and therefore the hiring committee has decided to repost this position.

The summer employment program advertisements have started. Community Services would like to hire 4 summer students and 1 casual parks operator. The Community Service department will also be recruiting for Day Camp Leaders and 1 Day Camp Coordinator to run the summer Wolf Cub day camp. Economic

Development is recruiting for 1 Tourism & Events Student at the Lucknow Tourism Office and 1 Lighthouse Coordinator with 3 Lighthouse Tour Guides to run the Point Clark Lighthouse this summer. The Clerks department is recruiting for an Administrative Assistant Student that can help with Septic Inspection Program. Public Works is recruiting for a GIS Student for the summer.

Attached is the requested listing of positions.

**Financial Impacts:**

Included in the proposed 2023 budget as part of the normal operating expenses.

**Strategic Alignment / Link:**

We are an accessible community that offers opportunities for everyone by being open and transparent.

**Respectfully Submitted By:**

Leanne Scott, Human Resources Generalist

**Report Approved By:**

Mary Rose Walden, Chief Administrative Officer