



The Corporation of the Township of Huron-Kinloss

Staff Report

Report Title: Hiring Report April 2023

Prepared By: Leanne Scott, Human Resources Generalist

Department: CAO

Date: Apr. 17, 2023

Report Number: CAO-2023-04-11

File Number:

Attachments:

Recommendation:

That the Township of Huron-Kinloss Council hereby approves Report Number CAO2023-04-11 as 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.

Discussion:

We advertised during the months of January and April for our Summer Employment Program, using multiple media sources, the Township website, Facebook, newspapers, Indeed, college websites and HK-Connect newsletter. Interviews were conducted throughout February through April. We have received 32 applications so far, for 16 positions and are looking for candidates that have good communication skills and a demonstrated work and volunteer history that highlights teamwork and a positive attitude. This is the first year since 2019 the Point Clark Lighthouse is open to the public and we were pleased to see the interest those positions received. Below is the current list of summer staff and positions hired:

Coye Edgar	Parks Operator
Sadie Pollock	Parks Operator
Nikki McMahon	Parks Maintenance/Day Camp Coordinator

Layne Irwin	Day Camp Leaders
Kirsten Feldman	Day Camp Leaders
Sinead Greenwood	Day Camp Leaders
Jennifer Johnson	Public Works GIS Student
Julia McGregor	Admin. Assistant-Student
Jorja Scott	Lighthouse Tour Guides
Ava Stoneman	Lighthouse Tour Guides
Larry Wright	Lighthouse Tour Guides
Sara Koskey	Lighthouse Tour Guides
Peyton Nailor	Lighthouse Coordinator

We are still actively recruiting for one more Parks Maintenance position, one more Day Camp Leader and The Tourism & Events position for the Lucknow tourism office.

Current Recruitment

We have received a resignation from the Landfill Attendant, Tamara Hoggarth and therefore will begin recruiting for this position.

Financial Impacts:

Included in the 2023 budget as part of 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