



## Staff Report

**Report Title: Hiring Report June**

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

**Department: CAO**

**Date: Jun. 5, 2023**

**Report Number: CAO-2023-06-19**

**File Number: C11-CAO23**

### **Attachments:**

---

### **Recommendation:**

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CAO-2023-06-19 prepared by Leanne Scott, Human Resources Generalist;

AND FURTHER authorizes and confirms the hiring of the Landfill Attendant;

AND FURTHER authorizes the by-law to come forward.

### **Background:**

The current Hiring Policy, By-Law 2022-137 Schedule H, Selection and Promotions states All full-time,  $\frac{3}{4}$  time and part-time employee appointments require the formal approval by by-law of the Municipal Council. All hirings are authorized by the CAO. Senior Managers have discretion to hire casual and student employees, contract employees require the approval of the CAO 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 end of April for our Part-Time Landfill Attendant, using the Township website, Facebook and newspapers. Interviews were conducted on May 17<sup>th</sup>, 2023 by the Director of Public Works and the Human Resources Generalist. We received 4 applications and were looking for a candidate that has experience of working with customers, handling cash transactions and has some computer knowledge. On May 24<sup>th</sup>, 2023 Patricia Fidler was offered and accepted the position of Part-Time Landfill Attendant. Patricia started on May 26<sup>th</sup>, 2023.

**Financial Impacts:**

Included in the 2023 operating budget.

**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