



Staff Report

Report Title: Hiring Report August

Prepared By: Leanne Scott, Human Resources Generalist

Department: CAO

Date: Sep. 6, 2023

Report Number: CAO-2023-09-27

File Number: C11 CAO23

Attachments:

Recommendation:

That the Township of Huron-Kinloss Council hereby approves Report CAO-2023-09-27 prepared by Leanne Scott, Human Resources Generalist and authorizes and confirms the hiring of a Recreation Programmer, Co-op placement and Ripley Arena Attendants as listed below.

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, 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:

Recreation Programmer

Community Services obtained funding through the Early Investment in Education and Skills program to hire a college/university student as a co-op placement to help with the implementation of the Parks and Recreation Master Plan. We were looking for candidates that were studying recreation and leisure, had knowledge of municipal functions and strong organizational and communication skills. We have hired Julia Maletic as the Recreation Programmer for the Fall semester.

Ripley Arena Attendants

This year Community Services decided to post for their winter student positions in August, with the hopes to hire and train the students before the school year started. Matt McClinchey and Leanne Scott conducted interviews throughout the month of

August. We look for candidates that have good communication skills and a demonstrated work/volunteer history that highlights teamwork and a positive attitude. We have hired Reed Dewar, Travis Vaughan, Cade Moffat and Ewan Scott.

Current Recruitment

The Public Works department is currently recruiting for a Relief Crossing Guard and the winter snow plow operator positions. The Relief Crossing Guard would be a casual contract, for relief purposes. We are looking for Full-Time Snow Plow Operators, Full-Time Winter Patrollers and Relief Snow Plow Operators. These positions are typically 6 months in duration and are scheduled to start November 1, 2023 and finish April 30, 2024. The winter snow plow positions will be posted for applicants until September 15th.

Financial Impacts:

Included in the 2023 operating budget and funded through the Early Investment in Education and Skills Program.

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