



The Corporation of the Township of Huron-Kinloss

Staff Report

Report Title: April 2024 Hiring

Date: Apr. 3, 2024

Report Number: CAO-2024-04-17

Department: CAO

File Number: C11-CAO24

Prepared By: Leanne Scott, Human Resources Generalist

Attachments: None

Recommendation:

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CAO-2024-04-17 prepared by Leanne Scott, Human Resources Generalist confirming the hiring of the Summer Students for 2024.

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/Analysis/Overview:

The Summer Student positions were advertised during the months of January to March, using multiple media sources, the Township website, Facebook, newspapers, Indeed, college websites and HK-Connect newsletter. Interviews were conducted throughout February and March. There have been 47 applications received for 16 positions, looking for candidates that have good communication skills and a demonstrated work/volunteer history that highlights teamwork and a positive attitude. There are 6 returning students this year, suggesting a rewarding experience from the Township Summer Employment Program.

Below is the current list of positions and summer students hired:

Emily McClinchey Parks Operator

Sadie Pollock Parks Maintenance

Nikki Marion-McMahon Parks Maintenance

Kate Leppington Parks Maintenance/Day Camp Coordinator

Tegan VanderHoek Parks Maintenance/Day Camp Leader

Olivia Lowry Day Camp Leader

Sinead Greenwood Day Camp Leader

Layne Irwin	Day Camp Leader
Jennifer Johnson	Public Works GIS Student
Jasneet Kaur	Admin. Assistant-Student
Savannah Newell	Lighthouse Coordinator
Jack Morais	Lighthouse Tour Guide
Maeve Puri	Lighthouse Tour Guide

Interviews are currently happening for two more Lighthouse Tour Guides and the Tourism & Events student for the Lucknow tourism office. It is anticipated these positions will be filled in May.

Financial Impacts:

Included in the proposed 2024 budget as part of normal operating expenses.

Performance Measurement:

N/A

Strategic Area:

- | | |
|---|--|
| <input type="checkbox"/> Embrace a thriving rural lifestyle | <input checked="" type="checkbox"/> Enhance Municipal Service Delivery |
| <input type="checkbox"/> Prepare for Inclusive Growth | <input type="checkbox"/> Ensure Financial Stability |

Strategic Goal: Support employee recruitment and retention

Respectfully Submitted By:

Leanne Scott, Human Resources Generalist

Report Approved By:

Jodi MacArthur, Chief Administrative Officer