



# The Corporation of the Township of Huron-Kinloss

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## Staff Report

**Report Title: June 2024 Hiring**

**Date: Jun. 3, 2024**

**Report Number: CAO-2024-06-22**

**Department: CAO**

**File Number: C11-CAO24**

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

**Attachments: None**

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### **Recommendation:**

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CAO-2024-06-22 prepared by Leanne Scott, Human Resources Generalist confirming the hiring of 2-Lighthouse Tour Guides, 1-Tourism & Events student and 1-Casual Facility Operator.

### **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:**

#### **Summer Students**

The remaining Summer Student positions were filled in the month of May. The Township was recruiting two more Lighthouse Tour Guides and one Tourism & Events student for the Lucknow Tourism Office. Advertising was expanded through Indeed and social media. We received applications from 8 candidates and conducted interviews with all available candidates.

The Township has hired Libby Jubinville and Sloan Murphy as Lighthouse Tour Guides and Jessica Hill as the Tourism & Events student.

#### **Casual Facility Operator**

The Community Service department has hired a Casual Facility Operator to provide more flexibility and availability in scheduling. This position was advertised through local newspapers, our corporate website, Indeed and social media. The Township received 6 applications and interviewed 2 candidates. Ethan Rawling was hired as the Casual Facility Operator.

### **Financial Impacts:**

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

**Performance Measurement:**

N/A

**Strategic Area:**

- Embrace a thriving rural lifestyle
- Enhance Municipal Service Delivery
- Prepare for Inclusive Growth
- 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