



The Corporation of the Township of Huron-Kinloss

Staff Report

Report Title: Facility Maintainer Hired

Date: May. 22, 2024

Report Number: CAO-2024-05-21

Department: CAO

File Number: C11-CAO24

Prepared By: Leanne Scott, Human Resources Generalist

Attachments: None

Recommendation:

That the Township of Huron-Kinloss Council hereby receives for information Report CAO2024-05-21;

AND FURTHER authorizes and confirms the hiring of Mathew Johnson effective May 27th, 2024, as Facility Maintainer;

AND FURTHER authorizes the appropriate by-law to come forward as matters arising on tonight's agenda.

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; 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. All hirings will be conducted with strict adherence to consistent, fair recruiting and selection practices.'

Discussion/Analysis/Overview:

The Facility Maintainer position was advertised through the Township website, Township social media and local newspapers. We received 9 applications for this position and invited 2 qualified candidates for interviews. As per the Hiring Policy, the Selection Committee for Full-Time employees consisted of Facility & Parks Supervisor, Matt McClinchey, Director of Community Services, Mike Fair and Human Resources Generalist, Leanne Scott. Interviews for the Facility Maintainer were conducted in person on Friday May 3, 2024.

The successful candidate is Mathew Johnson. Mathew has 2 years direct experience as a full-time facility maintainer and has completed the required Basic Arena Refrigeration and Propane Handling & Exchange courses.

Financial Impacts:

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

Performance Measurement:

Successful employment within the recruitment standards for a permanent full-time position.

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