



The Corporation of the Township of Huron-Kinloss

Staff Report

Report Title: Hiring Report November

Date: Nov. 18, 2024

Report Number: CAO-2024-11-37

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 CAO2024-11-37 prepared by Leanne Scott, Human Resources Generalist confirming the hiring of the seasonal Snow Plow Operators and the Manager of Environmental Services;

AND FURTHER authorizes the appropriate by-law to come forward as matters arising on tonight's agenda confirming the hiring of Cory Dulong as Manager of Environmental Services.

Background:

The current Hiring Policy, By-Law 2022-137 Schedule H, Selection and Promotions states 'All full-time, ¾ 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:

Manager of Environmental Services

The Manager of Environmental Services position was advertised through the Township website, Township social media, municipal job sites and local newspapers. We received 14 applications for this position and invited 6 qualified candidates for interviews. As per the Hiring Policy, the Selection Committee for Full-Time employees consisted of the Director of Public Works, John Yungblut, the Chief Administrative Officer, Jodi MacArthur and Human Resources Generalist, Leanne Scott. Interviews were conducted in person and virtually between October 28th and November 4th.

The successful candidate is Cory Dulong. Cory will start on Monday December 2nd, 2024. Cory has 13 years' experience with water and wastewater operations, Class III

Water Treatment and Distribution and Class II Wastewater treatment licenses as well as experience with operating a solid waste transfer site.

Seasonal Snow Plow Operators

The remaining Snow Plow Operator positions were filled this month. The Township has hired Desmond Simms and Glen Haldenby as seasonal Snow Plow Operators.

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, as well as seasonal support staff.

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