



The Corporation of the Township of Huron-Kinloss

Staff Report

Report Title: Hiring Report December 2024

Date: Dec. 16, 2024

Report Number: CAO-2024-12-40

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 CAO-2024-12-40 prepared by Leanne Scott, Human Resources Generalist confirming the hiring of the Seasonal Snow Plow Operator and the Landfill Operator in Charge;

AND FURTHER authorizes the appropriate by-law to come forward as matters arising on tonight's agenda confirming the hiring of Jim Lefevre as Landfill Operator in Charge.

Background:

The current Hiring Policy, By-Law 2024-91 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:

Landfill Operator in Charge

The Landfill Operator in Charge position was advertised internally and externally through the Township website, Township social media, and local newspapers. We received 17 applications for this position and invited 4 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, and Human Resources Generalist, Leanne Scott. Interviews were conducted in person on November 27th, 2024.

The successful candidate is Jim Lefevre. Jim started on Monday December 2nd, 2024 in this position and a 6-month probation period is in effect. Jim has been the Landfill Worker at the Huron Landfill for the last 2 years and has demonstrated the skills and abilities required for this position.

Seasonal Snow Plow Operator

The Township received the resignation of another Seasonal Snow Plow Operator and therefore Travis Reid has been hired to fill the vacancy.

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:

- | | |
|---|--|
| <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