



## The Corporation of the Township of Huron-Kinloss

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### Staff Report

**Report Title: February 2025 Hiring Report**

**Date: Feb. 3, 2025**

**Report Number: CAO-2025-03**

**Department: CAO**

**File Number: C11-CAO25**

**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-2025-03 prepared by Leanne Scott, Human Resources Generalist;

AND FURTHER authorizes the appropriate By-law to come forward on the February 3, 2025 Council meeting confirming the hiring of Jake Vanderkolk, Landfill Worker.

#### **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 Landfill Worker position was advertised through the Township website, Township social media, and local newspapers. We received 12 applications for this position and invited 3 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 Manager of Environmental Services, Cory Dulong and Human Resources Generalist, Leanne Scott. Interviews were conducted in person on January 10<sup>th</sup>, 2025.

The successful candidate is Jake Vanderkolk. Jake started on January 20<sup>th</sup>, 2025. Jake met the position requirements with experience of operating equipment, basic maintenance skills and a strong interest in working for his community.

#### **Financial Impacts:**

Included in the proposed 2025 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