



## The Corporation of the Township of Huron-Kinloss

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### Staff Report

**Report Title: March 2025 Hiring Report**

**Date: Mar. 3, 2025**

**Report Number: CAO-2025-06**

**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-2025-06 prepared by Leanne Scott, Human Resources.

#### **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.'

Michael Bartlett submitted his resignation on February 10<sup>th</sup>, 2025, and his last day with the Township was February 21<sup>st</sup>, 2025. Michael was hired in March of 2023 in the role of Administrative Coordinator and supported the Community Well Being Fund and the Early Investment in Education and Skills program among other tasks.

#### **Discussion/Analysis/Overview:**

The winter relief positions in Public Works have been a struggle to keep filled this season. Due to the resignation of some winter relief snow plow operators and patrollers, the Director of Public Works advertised for this role again and has hired Garrett Bonnett as a Relief Snow Plow Operator.

The Administrative Coordinator role was a 2-year contracted position, funded by the Nuclear Waste Management Organization. This contract was to be completed at the end of March 2025, therefore there will be no recruitment for this role.

#### **Financial Impacts:**

N/A

#### **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