



The Corporation of the Township of Huron-Kinloss

Staff Report

Report Title: Hiring Report April 2025

Date: Apr. 7, 2025

Report Number: CAO-2025-09

Department: CAO

File Number: C11-CAO25

Prepared By: Leanne Scott, Human Resource Generalist

Attachments: None

Recommendation:

That the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CAO-2025-09 prepared by Leanne Scott, Human Resource Generalist.

Background:

The current Hiring Policy, By-Law 2024-91 Schedule H, Selection and Promotions states Senior Managers have discretion to hire casual and student employees, Contract employees require the approval of 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.

Discussion/Analysis/Overview:

Summer Students

The Summer Student positions were advertised during the months of January to March, using the Township website, Facebook, LinkedIn and newspapers. Interviews were conducted throughout February and March. There were 40 applications received for 17 positions, looking for candidates that have good communication skills and a demonstrated work/volunteer history that highlights teamwork and a positive attitude. There are 12 returning students this year. Staff feel this indicates students have had a fulfilling experience from the Township Summer Employment Program.

Below is the list of positions and summer students hired:

Emily McClinchey Parks Operator

Sadie Pollock Parks Maintenance

Nikki Marion-McMahon Parks Maintenance

Kate Leppington Parks Maintenance/Day Camp Coordinator

Tegan VanderHoek Parks Maintenance/Day Camp Leader

Layne Irwin Day Camp Leader

Jace Irwin	Day Camp Leader
Jennifer Johnson	Public Works GIS Student
Marissa Nesbitt	Admin. Assistant-Student
Savannah Newell	Lighthouse Coordinator
Jack Morais	Lighthouse Tour Guide
Maeve Puri	Lighthouse Tour Guide
Sloane Murphy	Lighthouse Tour Guide
Annan Moffat	Lighthouse Tour Guide
Libby Jubinville	Tourism Ambassador

At the time of this report there are interviews scheduled to fill two more Day Camp Leader positions.

Seasonal Parks Operator

Returning in this seasonal role is Joe Courtney. Joe was employed in the Community Services department last summer and was selected to come back by the Director of Community Services and Parks & Facility Supervisor.

Financial Impacts:

Included in the 2025 budget as part of the normal operating expenses.

Performance Measurement:

N/A

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 Resource Generalist

Report Approved By:

Jodi MacArthur, Chief Administrative Officer