



The Corporation of the Township of Huron-Kinloss

Staff Report

Report Title: April 2025 Staffing Update

Date: Apr. 23, 2025

Report Number: CAO-2025-10

Department: CAO

File Number: C11-CAO25

Prepared By: Leanne Scott, Human Resources Generalist

Attachments: None

Recommendation:

THAT the Township of Huron-Kinloss Council hereby receives for information Report CAO-2025-10 prepared by Leanne Scott, Human Resources Generalist;

AND accepts the retirement of Ed Husk, Public Works Operator;

AND the hiring of Day Camp Leaders.

Background:

Ed Husk submitted his retirement date for May 16th, 2025 while his last working day will be April 25th, 2025. Ed was originally hired by the Township during the Summer of 2012 and he became a permanent full-time employee in November of 2013. The Township would like to thank Ed for his service over the last 13 years and wish him all the best in his retirement.

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:

Recruitment for the Public Works Operator position will begin this month.

Day Camp Leaders

The Day Camp Leader positions were advertised in March, using the Township website, Facebook, and newspapers. Interviews were conducted at the end of March. There were 10 applications received for 2 positions, looking for candidates that have good communication skills and a demonstrated work/volunteer history that highlights teamwork and a positive attitude. Staff have hired Leah Paul and Brianna Pointon-Yungblut as Day Camp Leaders. Staff are happy to report all summer student positions for the 2025 season have been hired.

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 Resources Generalist

Report Approved By:

Jodi MacArthur, Chief Administrative Officer