



## The Corporation of the Township of Huron-Kinloss

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### Staff Report

**Report Title: Staffing Plan Development Project**

**Date: Jun. 2, 2025**

**Report Number: CAO-2025-13**

**Department: CAO**

**File Number: C11 2025**

**Prepared By: Chief Administrative Officer**

**Attachments: Council Presentation, Staffing Plan Development Final Report**

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#### **Recommendation:**

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report Number CAO-2025-13 prepared by Jodi MacArthur, Chief Administrative Officer;

AND FURTHER that Committee of the Whole support the Staffing Plan Development Final Report and proposed organizational chart, and direct Staff to begin implementing actions within the report;

AND FURTHER recommends that the Mayor exercise Mayoral Powers granted through Section 284.6 of the Municipal Act, to authorize the changes to the Township's organizational structure as outlined in the Staffing Development Plan.

#### **Background:**

Staff initiated the staffing plan development project to identify resource gaps, ensure alignment between current roles and service delivery and to provide recommendations for future workforce planning. After months of engagement with staff and reviewing alignment with corporate operational and strategic goals, a final report has been developed with recommendations to improve overall efficiency and effectiveness of the organization.

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

The Chief Administrative Officer will provide a brief presentation highlighting the plan. We look forward to working through the recommendations and implementing solutions offered by staff.

#### **Financial Impacts:**

Current year implementation of resources will be managed through the existing approved budget. Any futures impacts will be addressed in future operating budgets.

#### **Performance Measurement:**

Increased efficiency and effectiveness as outlined through expected outcomes in the report.

Increased customer and staff satisfaction through maximized resource allocation.

**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: Strive for continuous improvement and increased efficiency**

**Respectfully Submitted By:**

Jodi MacArthur, Chief Administrative Officer

**Report Approved By:**

Jodi MacArthur, Chief Administrative Officer