



The Corporation of the Township of Huron-Kinloss

Staff Report

Report Title: Hiring Report June 2025

Date: Jun. 16, 2025

Report Number: CAO-2025-14

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-2025-14 prepared by Leanne Scott, Human Resources Generalist;

AND FURTHER authorizes the appropriate By-law come forward as a matters arising confirming the hiring of Jake Vanderkolk as Public Works Operator.

Background:

The current Hiring Policy, By-Law 2024-91 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.

Discussion/Analysis/Overview:

The Public Works Operator position was advertised through the Township website, Township social media, and local newspapers. We received 21 applications for this position and invited 5 qualified candidates for interviews. As per the Hiring Policy, the Selection Committee for Full-Time employees consisted of the Director of Public Works, and Human Resources Generalist, or the Chief Administrative Officer. Interviews were conducted in person May 26, 27 & 30th.

The successful candidate is Jake Vanderkolk. Jake starts in this role on June 16th, 2025. Jake met the position requirements with a valid AZ class driver's license, experience operating equipment, and a strong interest in working for his community. Jake is an internal hire who started earlier this year at the Huron Landfill.

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