



The Corporation of the Township of Huron-Kinloss

Staff Report

Report Title: Hiring Report November 2025

Date: Nov. 3, 2025

Report Number: CAO-2025-26

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-2025-26 prepared by Leanne Scott, Human Resources Generalist.

Background:

The current Hiring Policy, By-Law 2024-91 Schedule H, as amended, 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:

Winter Road Maintenance

The Winter Road Maintenance positions were advertised at the end of August, using the Township website, social media and local newspapers. Interviews were conducted September 24, 2025. There were 9 applications received, looking for candidates that have a valid drivers license, experience operating snow removal equipment and a positive attitude. There are 4 returning operators this year.

The Township has hired Barry McDonald and Jacob Riley as Winter Patrollers, Ryan Bell, Darren Towns and Landon Hunter as Relief Snow Plow Operators and Glen Haldenby and Chad Lafontaine as full-time Snow Plow Operators.

Building & Planning Coordinator

The Building & Planning Coordinator was advertised in September using the Township website, social media as well as municipal job sites and professional association sites. There were 28 applications for this position looking for a highly organized and detail-oriented professional with strong customer service skills, capable of managing tasks efficiently, maintaining accurate records, and supporting team goals with a positive, collaborative attitude.

The Township has hired Andrea Hoeper as the Building & Planning Coordinator.

Facility Maintainer

The Facility Maintainer was advertised in September using the Township website, social media and local newspapers. There were 28 applications for this position looking for a hands-on team member with technical expertise in facility and equipment maintenance and physical capability and flexibility with work hours..

The Township has hired David Payne as a Facility Maintainer.

Public Works Operator Resignation

The Township accepts the resignation of Public Works Operator, Claude Wiggermann. Recruitment for this role began in October.

Manager of Environmental Services Resignation

The Township accepts the resignation of the Manager of Environmental Services Cory Dulong. Recruitment for this role will begin immediately. Cory will continue to support the Township through the transition until the recruitment process is complete.

Financial Impacts:

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

Performance Measurement:

Notable increase in the volume of qualified applications received for vacant roles, indicating improved outreach and candidate alignment.

Strategic Area:

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|---|--|
| <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