



The Corporation of the Township of Huron-Kinloss

Staff Report

Report Title: Proposed Change to Organizational Chart – Addition of Building Inspector

Date: Nov. 3, 2025

Report Number: CAO-2025-27

Department: CAO

File Number: C11-CAO25

Prepared By: Jodi MacArthur, CAO & Leanne Scott, Human Resources Generalist

Attachments: Proposed Organizational Chart – NOVEMBER 2025

Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives Report Number CAO-2025-27 prepared by Jodi MacArthur, CAO and Leanne Scott, Human Resources Generalist;

AND FURTHER approves the addition of a building inspector to the organizational chart as proposed in the Staffing Plan.

Background:

On June 2, 2025, Council received the internally developed Staffing Plan Development project report, which contained the [Strategic Workforce Planning: Addressing Resource Gaps, Alignment and Future Needs Plan](#). The comprehensive staffing strategy was designed to evaluate current workforce capacity, identify operational gaps and align human resources with long-term strategic goals. One of the recommendations from the plan was to transition the Casual Deputy Chief Building Official (CBO) position into a full-time Building Inspector role. This proposed change supports enhanced operational efficiency and ensures continued regulatory compliance and enables the CBO to shift focus from routine inspection to strategic initiatives leadership and priorities.

Discussion/Analysis/Overview:

The full-time Building Inspector role was originally planned for 2026 to align with the end of the Casual Deputy CBO agreement. However, due to a decrease in the Casual Deputy COB availability, there is an immediate need for additional staffing within the Building Planning department. At this time the department is on boarding a new Building & Planning Coordinator, a process that will require training and support from the Chief Building Official. Introducing the Building Inspector role now will not only address immediate resource gaps but also allow for a smoother transition and more effective training during the department's slower season. This timing ensures the department is fully prepared to deliver efficient service when construction activity increases in the spring.

Financial Impacts:

The costs associated will be offset by the decrease in the Deputy CBO's availability, which is included in the 2025 budget as part of normal operating expenses.

Performance Measurement:

Increased efficiency and effectiveness as outlined in the report.

Increased customer and staff satisfaction through maximised 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: Support employee recruitment and retention

Respectfully Submitted By:

Leanne Scott, Human Resources Generalist

Report Approved By:

Jodi MacArthur, Chief Administrative Officer