



The Corporation of the Township of Huron-Kinloss

Staff Report

Report Title: Hiring Report March 2026

Date: Mar. 2, 2026

Report Number: CAO-2026-05

Department: CAO

File Number: C11-CAO26

Prepared By: Leanne Scott, Human Resources Generalist

Attachments: None

Recommendation:

THAT the Township of Huron-Kinloss Committee of the Whole hereby receives for information Report CAO-2026-05 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:

Landfill Worker

The Landfill Worker position was vacant. Recruitment for this role commenced in January, with the position advertised on the Township website, social media platforms, local newspapers, and through internal postings as required under the collective agreement. Interviews were conducted in February. There were 32 applications received. The recruitment process focused on candidates with experience working in a challenging environment, operating equipment and interacting with the public.

The Township has hired Spencer Graham as the Landfill Worker, effective this month.

Financial Impacts:

Included in the 2026 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. This role received three times the number of applications compared to the July 2025 recruitment.

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