

**Overview:**

Our Administrative Assistant of Legislative Services will be going on maternity leave in mid-August/early September. Staff will need the authorization to start the process as soon as possible to hire a contract person to fill the position for a minimum of 12 months with a possible extension to 18 months. It is essential that this position be filled as the Clerk's/ Planning Department is currently missing a staff member as the role of Deputy Clerk is vacant. It would be best if the contract person could start as soon as possible to have an overlap with the Administrative Assistant either in person or remotely to ensure a smooth transfer of on-the-job knowledge and training information.

The Township's Hiring Policy H-1 states the following for the hiring of Part-time Staff:

**Part Time Positions:**

1. All positions shall be publicly posted to request applicants to apply.
2. Publicly posted will be determined by staff as to the extent of the posting and depending on the position to be filled.
3. For all positions, résumés and applications received shall be reviewed and short listed by the positions immediate supervisor and the CAO or designate.
4. For all positions, the interview process shall be consistent for content and format. Minor variations may be appropriate depending on position that is offered. Interviews will be conducted by the positions immediate supervisor and the CAO or designate, and following the interview and other relevant related processes, they shall make the decision of who the successful candidate(s) are. A report shall be filed with council of who the successful candidate(s) are.

**Conclusion:**

As we are in mid-June it would be best to start the recruitment process as soon as possible to ensure a qualified candidate can be found and to allow for an overlap during the onboarding process.

**Recommendation:**

That the C.A.O.-2020-23 report, dated June 4, 2020 regarding the recruitment of a contract employee to cover the maternity leave of the Administrative Assistant – Legislative Services be received and that staff be authorized to begin the recruitment process and to have the contract person start as soon as possible.

**Financial Impact:** Funds are already in the 2020 budget to cover the wages of this position but the recruitment will require staff time and ads to be placed in the local paper.

**Strategic Plan Applicability:** This recommendation is consistent with the Strategic Plan goal of Administration *"to ensure and enable an efficient and effective municipal administration"*

**Sustainability Plan Applicability:** N/A