

**Meeting Date:** April 7, 2025  
**Department:** Human Resources  
**Report No.:** HR-2025-09  
**Submitted by:** Doug Payne, Director of Human Resources  
**Approved by:** Rob Browning, Chief Administrative Officer  
**SUBJECT:** **2025 Temporary Staffing Request**

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**RECOMMENDATION:**

**THAT: Report-2025-09 “2025 Temporary Staffing Request” be received for information, and further;**

**THAT: Council approve the hiring of 2 Temporary Administrative Assistants for a duration of 12 months, and direct the Human Resources Director to commence the recruitment immediately.**

**BACKGROUND:**

The purpose of this report is to request approval for the hiring of two 12-month temporary administrative assistants to provide support for various administrative duties within the Municipal department structure. The addition of these temporary roles will help address the current heavy workload of departments and help ensure the Municipality meets its emerging goals of providing “Excellent Customer Service” to staff and ultimately to Strathroy-Caradoc residents.

**COMMENTS:**

The Municipality continues to see a significant rise in administrative tasks, including but not limited to communications, data management, processing reports, and general administrative support across various departments. These responsibilities are essential for the smooth operation of the Municipality and contribute to delivering quality services to the community.

It is proposed that the two positions would be hired to assist across the Municipal departments, including the Chief Administrative Officer and Mayor’s office. These positions would focus on supporting day-to-day administrative operations that include but not limited to:

- Data entry and management
- Preparing and organizing documents and reports
- Assisting with any correspondence and communications
- Scheduling and coordinating meetings
- Providing general administrative assistance to all departments as needed

**CONSULTATION:**

Chief Administrative Officer  
Director of Financial Services / Treasurer

**FINANCIAL IMPLICATIONS:**

As per the 2025 approved budget, there is \$400,000 earmarked for any new positions stemming from the service delivery review report.

**ALTERNATIVE(S) TO THE RECOMMENDATION:**

1. Council to provide alternate direction.

**STRATEGIC PLAN ALIGNMENT:**

This matter is in accord with the following strategic priorities:

1. **Economic Development, Industry, and Jobs:** Strathroy-Caradoc will have a diverse tax base and be a place that offers a variety of economic opportunities to current and prospective residents and businesses.
2. **Community Well-being and Quality of Life:** Residents of all ages in Strathroy-Caradoc will have access to community amenities and activities that are accessible and support active lifestyles and wellbeing.

**ATTACHMENTS:**

N/A