



Report to Council

Department: Office of the CAO
Division: Human Resources
Date: June 16, 2025
Prepared by: Brandi Sieben, Manager, Human Resources
Report Number: Human Resources-2025-02
Subject: Community Living Essex County Career Compass Program
Number of Pages: 4

Recommendation(s)

That the Human Resource's Report 2025-02, entitled "Community Living Essex County Career Compass Program", prepared by Brandi Sieben, Manager, Human Resources dated June 16, 2025, be received; and

That Council approve funding of \$660.00 from Council's Contingency funds for the onboarding of a summer student from Community Living Essex County's Youth in Action Program.

Purpose

This report is being prepared in response to a motion at the May 20th, 2025 Regular Meeting, Resolution Number **R-25-05-231**:

That administration prepares a report to consider creating a Youth in Action position for Summer 2025 to be funded from the Council contingency fund.

Background and Discussion

Community Living Essex County's Career Compass Program assists adults and youth across Essex County with intellectual disabilities to find meaningful employment and to reach their career goals.

At the May 20, 2025 Regular Council Meeting, Council expressed a desire to participate in Community Living Essex County's Youth in Action program, which provides students with verified intellectual disabilities an opportunity to gain valuable skills through meaningful part-time employment. The minimum commitment required by the Town is four (4) hours per week for a period of six (6) weeks.

In reviewing potential opportunities to onboard a participant from the Youth in Action Program, administration recommends that a student be hired from Community Living's program for four (4) hours per week for eight (8) weeks, four (4) weeks of work within the Community Services Department and four (4) weeks in the Corporate Services Department. During their four (4) week work term in Community Services they would be assigned some of the following tasks:

- Garbage Clean Up
- Emptying garbage
- Push mowing/weed whacking
- Cleaning windows
- Cleaning docks at the Harbour
- Cleaning washrooms/facilities
- Setting up facilities for rentals
- Setting up barricades for special events (with other staff support)

During their four (4) week work term in Corporate Services they would be assigned some of the following tasks:

- Photocopying
- Scanning documents
- Corporate Mail outs (folding, stuffing and adding postage to bills/invoices)
- Other general office tasks including record retention

Splitting the time between the two (2) departments will allow the student to gain valuable experience and skills in multiple areas and allow Administration the opportunity to evaluate how the Youth in Action Program can best be utilized in the future.

Career Compass Opportunities

In regard to finding additional opportunities to participate in CLEC’s Career Compass Program, Administration continues to deem a Casual position in our Community Services Department or a Crossing Guard in our Legal & Legislative Services Department the best match for this program. Recruitment for these positions will begin at the end of July and beginning of August for September start dates. Administration will work with Community Living when the positions are posted and how they can submit candidates for consideration.

Administration also completed a survey of local municipalities to assist in identifying other potential positions within the organization. The chart below shows local municipalities and what positions they currently have filled with Career Compass (outside of the Youth in Action Program):

Municipality	# Currently Employed through Career Compass	Position & Employment Status FT/PT	Union or Non-Union	Permanent or Temporary
Amherstburg	0			
Kingsville	0			
Lakeshore	3	Part Time Program Monitors	Non-Union	Permanent
LaSalle	0			
Leamington	1	Part-Time Crossing Guard (school season), PW seasonal July-Aug	Non-Union	Permanent Since 2012
Tecumseh	0			

No individuals hired though Community Living’s Career Compass Program have been identified as working in a full time position or in a position within the other municipality’s respective collective agreements.

Administration will continue to evaluate the program and current needs and will bring forward any considerations of new positions that may be successful through this program during budget deliberations.

Financial Impact

The cost to onboard a students for four (4) hours per week for eight (8) weeks is approximately \$660.00 for 2025 and would be funded through Council’s Contingency Fund.

Consultations

Kate Giurissevich, Chief Administrative Officer

Jake Morassut, Director, Community Services

Link to Strategic Priorities

- Embrace asset management best practices to build, maintain, and continuously improve our municipally owned infrastructure.
- Leverage our Town’s competitive advantages to promote jobs and economic investment.
- Take care of our natural environment and strengthen the sense of belonging to everyone who makes Essex “home”.
- Deliver friendly customer service in an efficient, effective, and transparent manner while providing an exceptional working environment for our employees.
- Build corporate-level and community-level climate resilience through community engagement and partnership and corporate objectives.

Report Approval Details

Document Title:	Community Living Essex County Career Compass Programs - Human Resources-2025-02.docx
Attachments:	
Final Approval Date:	Jun 9, 2025

This report and all of its attachments were approved and signed as outlined below:

A handwritten signature in black ink that reads "Kate Giurissevich". The signature is written in a cursive style and is positioned above the printed name.

Kate Giurissevich, Chief Administrative Officer - Jun 9, 2025 - 10:37 AM