



The Corporation of the Township of Huron-Kinloss

Staff Report

Report Title: Hiring Report September 2025

Date: Aug. 6, 2025

Report Number: CAO-2025-22

Department: CAO

File Number: C11-CAO25

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-2025-22 prepared by Leanne Scott, Human Resources Generalist;

AND FURTHER authorizes the appropriate By-law come forward confirming the hiring of William LeGrand, as the Communications Coordinator.

Background:

The current Hiring Policy, By-Law 2024-91 Schedule H, Selection and Promotions states All full-time, $\frac{3}{4}$ time and part-time employee appointments require the formal approval by by-law of the Municipal Council; All hirings are authorized by 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:

This position was advertised through the Township website, Township social media, local newspapers and professional Municipal websites. We received 33 applications for this position and invited 6 candidates for interviews. As per the Hiring Policy, the Selection Committee for Full-Time employees consisted of the Manager of Legislative Services/Clerk, the Chief Administrative Officer and Human Resources Generalist. Interviews were conducted in person on August 15th & 18th, 2025.

The successful candidate is William (Will) LeGrand. Will starts in this role on September 8th, 2025. Will has experience in local government, with digital content creation and has proven to be a skilled communicator who is organized, collaborative and customer focused.

Financial Impacts:

Included in the proposed 2025 budget as part of normal operating expenses.

Performance Measurement:

Successful employment within the recruitment standards for permanent full-time positions.

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