

Meeting Date: September 5, 2023
Department: Human Resources
Report No.: HR-2023-13
Submitted by: **Doug Payne, Director of Human Resources**
Approved by: **Trisha McKibbin, Chief Administrative Officer**

SUBJECT: **Hiring Report– Chief Administrative Officer and Cemetery Assistant**

RECOMMENDATION: THAT: Report HR-2023-13, Hiring Report – Chief Administrative Officer and Cemetery Assistant, be received for information.

STRATEGIC PLAN ALIGNMENT:

This matter is in accord with the following strategic priorities:

1. Economic Development: Support a strong local workforce.

BACKGROUND:

In April of 2023, Human Resources began recruiting for a Chief Administrative Officer as a result of a vacancy for this position.

In June of 2023, Human Resources began recruiting for a Cemetery Assistant position. This is a new position to add to the current complement in the cemetery.

COMMENTS:

Chief Administrative Officer

Following an extensive recruitment process involving multiple candidates and multiple interviews, an offer of employment was made to Trisha McKibbin for the Chief Administrative Officer position.

Ms. McKibbin joins the Municipality from her previous role as the Chief Administrative Officer at the Township of Minden Hills.

Ms. McKibbin brings with her extensive Municipal experience to the role, including over 15 years spent in senior leadership positions. Prior to her time with Minden Hills, Ms. McKibbin held various positions with the Town of St. Marys where she led a number of high profile initiatives related to Municipal finance and governance.

Trisha has joined the team as of August 21, 2023.

Cemetery Assistant

Following an extensive recruitment process involving multiple candidates and multiple interviews, an offer of employment was made to William Maltby for the Cemetery Assistant position.

Mr. Maltby joins the Municipality from his previous role as the temporary Cemetery Assistant at Strathroy-Caradoc from the previous two summers.

William has joined the team as of August 21, 2023.

CONSULTATION:

Chief Administrative Officer
Mayor and Council
Director of Community Services
Director of Human Resources

Cemetery Assistant
Supervisor of Projects, Property and Horticultural Services
Cemetery Technician
Director of Human Resources

FINANCIAL IMPLICATIONS:

None, these are budgeted positions

ATTACHMENTS: N/A