

Meeting Date: January 17, 2022
Department: Human Resources
Report No.: HR-2022-01
Submitted by: Doug Payne, Director of Human Resources
Approved by: Fred Tranquilli, Chief Administrative Officer / Clerk
SUBJECT: **Hiring Report – Events and Booking Coordinator and Environmental Services Coordinator**

RECOMMENDATION:

THAT: Report HR-2022-01, Hiring Report – Events and Booking Coordinator and Environmental Services Coordinator, 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 the fall of 2021, the Municipality began recruiting for an Events and Booking Coordinator as well as an Environmental Services Coordinator due to the ongoing growth that the Municipality continues to experience.

COMMENTS:

Following an extensive recruitment process for both of these positions, an Offer of Employment was made to Kaitlynd Topham for the Events and Booking Coordinator position. Ms.Topham accepted our offer and joined the Municipality from her role as a Sales Manager, Event Coordinator with Oakwood Resort in Grand Bend.

Ms.Topham also has 4+ years of Municipal experience from her position in Renfrew which includes an array of administrative experience working within the Municipality as well as being knowledgeable in Municipal Bylaws.

Ms.Topham started her employment in the Community Services Department with the Municipality on January 3, 2022.

In addition, an Offer of Employment was made to Lindsay Cole for the Environmental Services Coordinator position. Ms. Cole has accepted our offer and joins the Municipality from her current role as a Client Representative Assistant with the Office of the Public Guardian and Trustee.

Ms. Cole has 3+ years of administrative experience including strong time management skills and working proficiently in team environments.

Ms. Cole starts her employment in the Environmental Services Division with the Municipality on January 24, 2022.

CONSULTATION:

- Rob Lilbourne – Director of Community Services
- Paul Lattimore – Supervisor of Programming and Community Liason
- Doug Payne – Director of Human Resources

- Jake Straus – Director of Engineering and Public Works
- Paul Zuberbuhler – Manager of Environmental Services
- William Versloot – Human Resources Generalist / Payroll

FINANCIAL IMPLICATIONS:

Both these positions have been budgeted and the Environmental Services Coordinator position will be partially covered through fees.

ATTACHMENTS:

N/A