

Township of Southgate
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Staff Report HR2021-012

Title of Report: HR2021-012 Economic Development Officer Hiring
Department: Human Resources
Council Date: May 5, 2021

Recommendation:

Be it resolved that Council receive Staff Report HR2021-012 for information.

Background:

The EDO is responsible for financial management of the department's budget and resources to achieve its goals, objectives and overall mandate. Duties would include providing a full range of advisory services and information to customers, staff and Southgate Council to support economic development, local businesses and job growth across the entire municipality. A core responsibility of the EDO is to create and provide leadership to a Southgate Business Association or Chamber of Commerce to organize events and seek direction/survey feedback on the needs of the local business community.

Performs the duties of Economic Development Officer (EDO) for the municipality to support local business and new commercial/industrial development inquiries. EDO directs the operation of Economic Development department, maintaining a directory of businesses with information of the products retailed, manufactured, the services they provide and contact information for municipal communications. The EDO will be responsible for promoting and supporting local business through researching financial supports services and organizing skills training identified as required in the community.

The following resolution was approved at the March 17, 2021 Council Meeting

Moved By Councillor Dobreen

Seconded By Councillor Rice

Be it resolved that Council receive this staff report CAO2021-027 as information; and

That Council approve of an Economic Development Officer staff position; and

That Council approve the amended Economic Development Officer job description as presented; and

That Council approve the Economic Development Officer job posting as presented; and

That Council direct staff to proceed with advertising for the position of Economic Development Officer reporting to the CAO. **Carried** No. 2021-135

Staff Comments:

The position of Economic Development Officer was posted internally and externally on March 18, 2021 with a closing date of April 5, 2021. 20 applications were received, and 4 candidates were interviewed on April 23. Second interviews were completed on April 27th with a hiring committee that included Mayor John Woodbury, Deputy Mayor Brian Milne, Grey County's Manager of Economic Development Steve Furness, CAO Dave Milliner and HR Coordinator Kayla Best. Terri Murphy was the chosen candidate and she is scheduled to begin in her new position on May 11, 2021.

Financial Implications:

There is no financial impact caused by this report as this new position was approved in the 2021 Budget.

Communications & Community Action Plan Impact:**Goal 1 "Attracting New and Supporting Existing Businesses and Farms"**

Action 1-A: By 2023, together with existing businesses and other partners, the Township will have identified the types of new business opportunities that are likely to have emerged when Dundalk's 10-15 year growth has taken place and the Dundalk population approaches 4500 people. This business opportunity projection should project the likely demographic make-up of that future population and its likely work, travel, and shopping patterns. It should also identify possible municipal incentives that could facilitate the emergence of these future business opportunities

Action 1-D: The Township will continue to encourage, facilitate and publicize business skills training programs in Southgate.

Goal 2 "Revitalizing Downtown Dundalk"

Action 2-F The Township will appoint and work with a Downtown Revitalization Advisory Committee, involving community organizations, businesses, landlords and tenants, and other stakeholders.

Concluding Comments:

Staff are pleased to welcome Terri into her new role as Economic Development Officer.

Respectfully Submitted,

HR Coordinator: *Original Signed By*

Kayla Best, HR Coordinator/Assistant to the CAO

CAO Approval: *Original Signed By*

Dave Milliner, CAO