



Staff Report HR2022-031

Title of Report: Building Department Staffing Update
Department: Human Resources
Council Date: July 6, 2022

Recommendation:

Be it resolved that Council receive Staff Report HR2022-031 for information.

Background:

At the May 18, 2022 Council Meeting, the following resolution was approved:

Moved By Councillor Frew **Seconded By** Councillor Sherson

Be it resolved that Council receive Staff Report CBO2022-006 for information;
and

That Council approve and direct staff to post the fulltime position for a Building Department Administration Assistant as an employee addition.

Carried No 2022-299

Staff Comments:

The job posting for Building Administrative Assistant was posted internally and externally from May 20, 2022 to June 3, 2022. We received a total of 19 applications and completed interviews on June 13, 2022.

Stephanie Johnson was the successful candidate with a starting date of July 4, 2022. Stephanie has been with the Township in the Library since 2015; she will be missed at the Library but we are excited to have her join the Building Department team.

Financial Implications:

No financial implication as this position was approved previously.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

Concluding Comments:

1. That Council receive this report as information.
2. That staff & Council welcome Stephanie into her new role as Building Administrative Assistant.

Respectfully Submitted,

Human Resources: *Original Signed By*

Kayla Best, HR Coordinator/ Assistant to the CAO

Dept. Head Approval: *Original Signed By*

Bev Fisher, CBO

CAO Approval: *Original Signed By*

Dave Milliner, CAO

Attachments:

None.