



Staff Report HR2022-046

Title of Report: Finance Staff Updates
Department: Human Resources
Council Date: September 21, 2022

Recommendation:

Be it resolved that Council receive Staff Report HR2022-046 for information.

Background:

At the September 7th, 2022 Council Meeting, the following resolution was approved as part of the Consent Items:

Moved By Councillor Rice **Seconded By** Councillor Dobreen

Be it resolved that Council receive Staff Report HR2022-045 for information.

The report informed Council of the internal hiring for the Finance Assistant – Utilities and General Receivables role. Due to the internal hiring, the temporary contract position of Customer Service & Support became vacant.

Staff Comments:

Clerks:

Staff contacted candidates that previously applied to the contract position and interviewed a candidate that was still interested. Tracie Strathy was the successful candidate for the 4 month contract of Customer Service & Support.

Finance:

The position of Finance Assistant – Payables & Payroll has now become vacant, and the job posting has been posted both internally and externally due to Jenna Voss submitting her resignation on September 13, 2022. Jenna's last day of work is September 26, 2022.

Financial Implications:

There are no financial implications as a result of this report as these positions were approved in the 2022 budget.

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 Council receive Jenna Voss' resignation and wish her best of luck in the future.

Respectfully Submitted,

Original Signed By

Human Resources:

Kayla Best, HR Coordinator/ Assistant to the CAO

Dept. Head Approval:

Original Signed By

Lindsey Green, Clerk

Dept. Head Approval:

Original Signed By

William Gott, Treasurer

CAO Approval:

Original Signed By

Dave Milliner, CAO

Attachments:

None.