

**Meeting date:** December 2, 2019  
**Department:** Community Services  
**Prepared by:** William Versloot, HR Generalist  
**Reviewed by:** Doug Payne, Manager of Human Resources  
**Approved by:** Fred Tranquilli, Acting Chief Administrative Officer  
**SUBJECT:** **Hiring Report – Recreation Programs Coordinator**

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**RECOMMENDATION:** **That the Hiring Report for the Recreation Programs Coordinator dated December 2, 2019, be received and accepted for information.**

## **BACKGROUND**

On September 3, 2019, a motion was carried to establish a permanent full time Recreation Programs Coordinator staff position starting in 2020. Thereafter, Human Resources began the recruitment process.

Following the recruitment campaign, which began on September 20, 2019, and closed on October 4, 2019, an Offer of Employment was made to Nicole Bolton which Ms. Bolton accepted.

Nicole has been working with the Municipality in a Recreation Programs Coordinator capacity since March 2018. Nicole holds a Bachelor's Degree in Recreation and Leisure Studies. During her tenure Nicole has contributed to the growth of recreation programs within the Municipality, including the highly successful Junior Trades Programs.

Nicole's transition to the permanent full time Recreation Programs Coordinator position will take effect on January 1, 2020.

## **CONSULTATION**

Review of applicants was conducted by Doug Payne and Rob Lilbourne.

## **FINANCIAL IMPLICATIONS**

All costs associated with this position will be reflected in the 2020 Community Services budget.