



Date Oct. 6, 2011

City Council Committee Report

To: Mayor Canfield & Members of Council

Fr: Charlotte Edie

Re: Appointment of Tax Collector Trainee

Recommendation:

That Council of the City of Kenora authorize the hiring of a Tax Collector Trainee for succession planning purposes prior to the retirement of the Tax Collector in June, 2012; and

That this appointment be in effect until June 30, 2012, the effective date of the retirement of the current Tax Collector; and further

That Council give three readings to a by-law to appoint the new Tax Collector at that time, and thereby repealing By-law Number 78-2010.

Background:

The Tax Collector has recently given the City notice of her impending retirement effective June 30, 2012. To ensure that the replacement has sufficient time to properly train for this position, City Administration is looking to hire a Trainee in the short term. The reason for the extended lead time is to allow sufficient opportunity for the Trainee to learn responsibilities that may only be performed once or twice a year, for example interim and final tax billings.

Budget:

The appointment would require additional budget funds however, the position of Auditor General was vacant for a period of time in 2011 and the budget for this position included the entire year. The 2012 budget will accommodate this request.

Communication Plan/Notice By-law Requirements:

Human Resources would be notified of Council's decision in order to commence the recruitment process.