



MOTIONS REPORT & MINUTES
Administration and Human Resources Meeting
Tuesday, June 9, 2026
Council Chambers Boardroom 9:30 AM

COMMITTEE MEMBERS: Karen Gosse, Councillor
Jenny Whitten, Councillor

COMMITTEE ABSENT:

STAFF PRESENT: Mark Whalen, Chief Human Resources Officer

ITEMS DISCUSSED:

1. Recruitment & Selection

- a) Municipal Taxation Administrator - Contract Position - Corporate Services

The Administration & Human Resources Committee is pleased to announce that **Vera Muise** has accepted the role of **Municipal Taxation Administrator** within our Corporate Services Department on a contractual basis. Vera brings more than 25 years of experience in credit, collections, accounts receivable, and risk management across a variety of industries. In this role, Vera will report directly to David Pine – Director of Financial Operations within our Corporate Services Department.

- b) Seasonal Infrastructure & Recreation Worker II - 2026 Summer Position - Recreation & Community Services

The Administration & Human Resources Committee is pleased to announce the addition of **Devon O’Keefe** to the Torbay Common team. Devon has accepted Seasonal Employment as an **Infrastructure & Recreation Worker II**. Devon brings an extensive background in outdoor maintenance and groundskeeping and takes great pride in his work. In this role, Devon will report to Mark Reddy – Acting Facilities Supervisor within our Recreation & Community Services Department.

- c) Facilities Supervisor - Acting Assignment - Recreation & Community Services

The Administration & Human Resources Committee is pleased to announce that **Mark Reddy** has accepted an Acting Assignment role as **Facilities Supervisor**. Mark is looking forward to

taking on the role and the responsibilities associated with the Facilities Supervisor position and contributing to the effective management and maintenance of the facilities that fall under his responsibility. In this role, Mark will continue to report to Jen Martin, Director of Recreation and Community Services. Please join me in extending congratulations to Mark on accepting this assignment.

d) **2026 Summer Day Camp & Sports Camp - Recreation & Community Services**

The Administration and Human Resources Committee is pleased to announce the hiring of the following individuals for the upcoming **2026 Summer Day Camp and Sports Camp**

Summer Day Camp Coordinator: Mackenzy Maroun

Summer Day Camp / Sports Camp Events Coordinator: Kathleen Walsh

Summer Day Camp Head Counsellor: Megan Williams

Summer Day Camp Counsellors:

Jillian Clarke

Anna Nowotczynski

Sam Gosse

Ava King

Regan Matchem

Quinn Richardson

Brianna Squires

Ava Tuck

Brooke-Lynn O'Neill

Jackson Piccott

Summer Day Camp Inclusion Coordinator: Chloe King

Summer Day Camp Inclusion Attendant: Sarah Smith

Summer Day Camp Inclusion Counsellor: Hailey Squires

Sports Camp Counsellors:

Ryan Tapper

Brooke Coady

Community Recreation & Leisure Counsellors:

Ava-Grace Christopher

Jayne Churchill

e) **Part-Time Casual Recreational Services Representatives - Recreation & Community Services**

The Chief Human Resources Officer in consultation with the Director of Recreation & Community Services are currently in the process of reviewing external applications received on the above noted employment opportunity. Following this review, the Chief Human Resources Officer will schedule interviews in accordance with the Town's Interviewing & Applicant Selection Policy. A further update will be provided to all members of council once available.

f) Museum Interpreters - 2026 Summer Student Positions - Torbay History House

The Chief Human Resources Officer met with the Museum Manager to review and confirm the final details of the above noted summer employment opportunities. The external candidates selected for the positions have been notified and the final details of their employment agreements are being confirmed. A final update will be provided to all members of council once available.

2. Other Items

a) PRIME PATH 2 - OHS Certification Training Session

The Chief Human Resources Officer will be attending an off-site training seminar on Thursday June 18th to receive training on the newly updated OHS Prime Requirements for large scale employers such as the Town of Torbay. This training session will provide an extensive and in-depth overview of all 15 OH&S elements that are required to form part of the Town's Occupational Health and Safety Program.

b) Council & Staff - Summer BBQ Kick Off Event - Public Works Depot - June 17th @ Noon

Just a reminder to all staff and council regarding the Town's kick off to the Town's 2026 barbeque being held at the Town's Public Works Depot on Wednesday June 17th at 12 Noon. We hope to see as many staff and council members out to this event as possible.

3. Next Committee Meeting: Wednesday July 15th, 2026 @ 10AM

4. Meeting Adjourned at 10:30AM