



GRAND VALLEY

MEMO TO COUNCIL

To: Mayor Soloman and Members of Council
From: Meghan Townsend, CAO/Clerk
Meeting Date: 2024-11-26
Subject: Planning and Office Coordinator

Purpose

To advise Council of the results of recruitment for the Planning and Office Coordinator position.

Background

With the retirement of the front office receptionist in August, a review of staffing requirements was conducted. At the September 10, 2024 meeting, Council authorized the recruitment of a Planning and Office Coordinator with a new job description.

Discussion

We are pleased to announce that Steven Krepps has been selected as the new Planning and Office Coordinator. Steven brings an Honours Bachelor of Arts degree in Geography, with a Concentration in Urban and Planning Studies from Brock University. He has worked with AECON in planning various transportation projects, and joined our team on Monday, November 25, 2024.

Please join us in welcoming Steven!

Financial Impact

None

**This Council Memo was submitted by,
Meghan Townsend, CAO/Clerk**

**This Council Memo was approved by,
Meghan Townsend**

Chief Administrative Officer/Clerk
519-928-5652
mtownsend@townofgrandvalley.ca