

**STAFF REPORT:           ENGINEERING AND PUBLIC WORKS DEPARTMENT**



**REPORT TO:**            **Infrastructure and Recreation Committee**  
**MEETING DATE:**      **September 8, 2009**  
**REPORT NO.:**         **EPW.09.078**  
**SUBJECT:**            **New Staff – Amanda Norris, Water & Wastewater Services Administration Assistant**  
  
**PREPARED BY:**       **John Caswell, Manager of Water & Wastewater Services/Asst. Director**

**A. Recommendation**

THAT Council receives Report EPW.09.078 entitled “New Staff – Amanda Norris, Water & Wastewater Services Administration Assistant” for their information.

**B. Background**

On August 4, 2009 Ms. Amanda Norris joined the Engineering and Public Works Department as the Water & Wastewater Services Division’s Administrative Assistant. Ms. Norris’s primary role will be to provide administrative assistance to the Manager of Water & Wastewater Services and the division as a whole.

Ms. Norris has been with the Town since 2008 in the Financial and Information Services Department and previously held positions with the Municipality of Meaford in the Finance Department and the Town of Collingwood in the Planning & Building office.

**C. The Blue Mountains’ Strategic Plan**

This new addition of Staff furthers the Town’s Strategic Goal #6, “Providing a strong, well managed municipal government.”

**D. Budget Impact**

The salary expenses associated with this position are included within the Water & Wastewater Operating Budget.

**E. Attached**

None.

Respectfully submitted

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John Caswell  
Manager, Water & Wastewater Services/Asst. Director

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Reg Russwurm  
Director, Engineering and Public Works