



To: Board of Management

From: Robin D. Hale  
Chief Operating Officer

Subject: **STAFF APPOINTMENT**

Date: 2010-08-10

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**Summary:**

This report will update the Board on filling the positions of Staff Veterinarian and the Executive Assistant to the Chief Executive Officer.

**Recommendation:**

**It is recommended that the Board receive this report for information.**

**Comments/Discussion:**

Staff Veterinarian

We are pleased to announce the appointment of Dr. Simon Hollamby to the position of Staff Veterinarian effective Monday, 2010-07-26.

Dr. Hollamby has 18 years experience as a veterinarian of which 15 years are in the zoo/wildlife field. His most recent position held was that of a Lecturer/Clinician at Edinburgh University from November 2006 to November 2009. At the same time he was the Consulting Veterinarian for Edinburgh Zoo and Highland Wildlife Park. Prior to this, he was the Senior Wildlife Veterinarian at the Wisconsin Department of Natural Resources from July 2004 to November 2006. In this role, he was responsible for the CWD (Chronic Wasting Disease) Management program. From January 2004 to June 2004, he was the Park Veterinarian for Dreamworld Australia where he tended to the collection.

Dr. Hollamby is a member of ACZM (American College of Zoo Medicine), WDA (Wildlife Disease Association) and an Associate Member of AAZV (American Association of Zoo Veterinarians). Dr. Hollamby has been involved in various research and field work activities, educational/teaching activities as well as authoring various papers.

Dr. Hollamby graduated from Sidney University with a Bachelor of Veterinary Science and received his Masters of Science from the Department of Veterinary Pathology at Michigan State University.

Executive Assistant to the CEO

We are pleased to announce the appointment of Ms. Nicole Singh to the position of Executive Assistant to the CEO effective Wednesday 2010-07-21.

Ms. Singh possesses approximately 7 years of experience in an administrative role. She has been employed as a Support Assistant with Toronto Public Health (Toronto Preschool Speech and Language Services, Infant Hearing and Blind/Low Vision programs) since 2003. In her role, she is responsible for administrative and secretarial support to two System Manager and one Supervisor where she produces various confidential materials including letters, memos, reports, presentations, correspondence, etc. She also schedules appointments and meetings, organizes agendas, and takes minutes as part of her regular duties. Previous to this, she worked as an Online News Writer for CTV Television Network (Fall 2003) and as an Area Services Clerk for Public/Family Health (Summer 2002).

Ms. Singh has a Bachelor of Journalism Degree from Ryerson University and has taken various courses through the City of Toronto including Minute Taking for Professionals, Word, Excel, Visio and Conflict Management.

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R. D. Hale  
Chief Operating Officer