

**Overview:**

At the Council meeting on June 16, 2020, Council passed the following Resolution:

**Resolution Number 225-2020**Moved by: Deputy Mayor MoherSeconded by:  
Councillor Watson

That the C.A.O.-2020-25 report, dated June 4, 2020, regarding the recruitment of a permanent Manager of Public Works be received, that Council appoint Mayor Jones to sit on the hiring committee, that the efficiency and transparency methods outlined in the report be approved and finally that the first meeting of the hiring committee take place on the afternoon of Friday, June 19, 2020. Carried

At the first meeting of the hiring committee it was proposed that the job description for the position of Manager of Public Works should be circulated to the consultant who is working on the Township's Service Delivery and Organizational Review to ensure that the job description that Council had approved in November 2019 will not be in conflict with the recommendations that are soon to be presented.

The consultant did provide an amended job description for the position that is in-line with the recommendation that will be forthcoming regarding the role of the Manager of Public Works and the operations of the Public Works Department.

**Conclusion:**

It would be advantageous to use the amended job description in the hiring for a new Manager of Public Works as it will ensure that the selection process is looking for candidates who have the right skill sets, knowledge and experience to excel in the position now and in the future. The approval of this job description will allow for the hiring to continue in a timely and transparent fashion.

**Recommendation:**

That the C.A.O.-2020-29 report, dated June 24, 2020 regarding the job description for the Manager of Public Works position be received and that that the amended job description replace the previous description approved in November 2019.

**Financial Impact:**

This report will not have a financial impact as the salary range for this position is still appropriate for the amended job description.

**Strategic Plan Applicability:**

To ensure and enable an effective and efficient municipal administration. To ensure that the public works department operates efficiently and effectively.

**Sustainability Plan Applicability:** N/A