

**COMMUNICATION 130216**

Received From: Diane Smithson, Chief Administrative Officer  
Addressed To: Committee of the Whole  
Date: November 26, 2019  
Topic: Director of Public Works Hiring Process

**SUMMARY**

Dave Young, Director of Public Works’ official retirement date will be April 30, 2020 though he plans to use up his remaining vacation and time in lieu prior to this date. Given the length of Mr. Young’s tenure with the Town, it makes sense that his replacement be hired well in advance of his retirement in order for there to be some overlap with him for the transfer of files and knowledge.

**BACKGROUND**

Dave Young, Director of Public Works advised in writing at the October 8, 2019 Committee of the Whole meeting his intention to retire effective April 30, 2020. The following resolution was then passed at the October 22, 2019 Council meeting:

**Motion No. 20-130-03**

**Moved by:** Councillor Fritz

**Seconded by:** Councillor Randell

THAT Council receive the Consent Report dated October 22, 2019 as follows:

THAT Council accept with regrets the resignation of Dave Young, due to retirement, effective April 30, 2020.

**CARRIED**

**COMMENT**

Below is a chart outlining the timing for the hiring of a Public Works Director for the Town given the impending retirement of Dave Young:

<b>TIMING</b>	<b>ITEM DESCRIPTION</b>
By mid December	Post advertising for Public Works Director position
By January 10, 2020	Closing of Job Posting
By January 17, 2020	Review and short list applications received
By February 7, 2020	Conduct interview(s)
By February 21, 2020	Conduct reference checks and negotiate a contract with successful applicant
By March 23, 2020 – mid April	Candidate starts employment with Town and overlaps with Dave Young

Note: All proposed timeframes are fluid and can be increased/decreased as the process proceeds

**Special Projects**

Given the workload of the Public Works position, the projects ongoing within the Town and the timing to have them completed, it is recommended that Dave Young be retained on a contract basis to assist the Town with the Central Bridge/Gillies Bridge and downtown revitalization projects.

**FINANCIAL IMPLICATIONS**

\$88,323 has been included in the first draft of the 2020 Town budget to accommodate both the overlap time between Dave Young and the new Public Works Director as well as the special projects contract related to the Central Bridge/Gillies Bridge and downtown revitalization projects.

**STAFF RECOMMENDATION**

**THAT** Council accept as information the CAO's report dated November 26, 2019 on the hiring process for a Public Works Director.