



## **Staff Report CAO2023-007**

**Title of Report:** **CAO2023-007-Planning and Development services and Recruitment**

**Department:** **Administration**

**Council Date:** **June 7, 2023**

### **Recommendation:**

**Be it resolved that** Council receive staff report CAO2023-008 for information; and

**That** Council direct staff to proceed with an executive search with Legacy Partners for the Manager of Planning and Development, at a cost of \$19,000.

### Background:

At the April 5, 2023 Council Meeting, the following resolution was approved:

**Moved By** Councillor Ferguson **Seconded By** Deputy Mayor Dobreen

**Be it resolved that** Council receive Staff Report CAO2023-CL03 for information; and **That** Council direct the CAO to remove the Junior Planner position from the 2023 budget and add a Manager of Planning and Development at Band 5 on the Township pay grid.

Carried No. 2023-162

Given the growth in the community that will continue, and the township's ability to process applications with limited resources, the position is greatly needed.

### **Staff Comments:**

The position was widely posted in April, and subsequently reposted, however, little interest was received. Significant internal efforts through various methods to attract suitable candidates for the role have been unsuccessful. There are several reasons for this, including a province-wide significant shortage of qualified planning professionals.

As part of exploring different recruiting avenues due to lack of interest, staff obtained quotes from various recruitment firms. Of the proposals received, the lowest cost was from Legacy Partners (formerly PricewaterhouseCoopers Executive Search) at \$19,000 structured in 3 installments (1/3 up front, 1/3 after one month, 1/3 upon completion). The services also come with a two-year guarantee. Under this guarantee, if the employment of the appointed individual is terminated by either party within two years following appointment, the search is re-conducted at no cost. The other proposals offered a one-year guarantee and were quoted at \$25,000. Additionally, should a suitable candidate not be found, the process will be redone within a specified timeframe of up to one year.

Additionally, Legacy Partners having successfully completed 15 planning searches with municipalities of various sizes in the past year, offering a current pool of relevant professionals allowing for a list of candidates in a shorter timeframe. Their

proposal indicates that their National Municipal Government and Broader Public Sector Practice has an outstanding reputation for recruiting dynamic leaders in many urban and rural communities who can work closely with elected officials and community partners to support the development of healthy communities and enhanced quality of life for all residents.

The writer engaged with several area CAO's at the recent OMAA workshop and received positive feedback regarding Legacy Partner's services. Recent references in their proposal include representatives of the Municipality of West Grey, Town of Georgina, and the City of London, along with a letter of recommendation from the City of Kitchener.

The process is estimated at 2-3 months to complete and is structured in 6 phases which include learning about the organization, creating a position profile and sourcing potential candidates, screening and assessing candidates, preparing for interviews and presenting candidates, and interviewing and selection. The final phase includes an onboarding and partnership with the candidate and the township to ensure success for both parties.

**Financial Implications:**

The \$19,000 fee would be funded from wage gapping due to vacant positions, and if needed, any shortfall would be funded through in-year surplus funds.

**Communications & Community Action Plan Impact:**

This report has been written and presented to Council to communicate accurate information to the public.

**Concluding Comments:**

The recommendation is to proceed with a contract for recruitment services with Legacy Partners at a cost of \$19,000 funded within the 2023 budget.

Respectfully Submitted,

**CAO Approval:** *Original Signed By*  
Dina Lundy, CAO

**Attachments: n/a**