
MEMORANDUM

CAO 20-2020

Subject: Recruitment of Commissioner Planning and Development Services

Date: October 22, 2020

To: Regional Council

From: Ron Tripp, P.Eng., Acting Chief Administrative Officer

This memo is to provide an update concerning the recruitment for the position of Commissioner Planning and Development Services (PDS).

As members of Council are aware, after six years of dedicated service as Commissioner PDS, Rino Mostacci has decided to retire from Niagara Region with his last day of work being October 30, 2020.

Since receiving Commissioner Mostacci's retirement notice, the Region has carried out a comprehensive communications plan, which included two other key components, (1) an undertaking that the recruitment process for the Commissioner position will be initiated immediately, and (2) an interim plan to fill the vacancy on an acting basis during the recruitment process would be shared in the near future.

Recruitment for role of Commissioner PDS

It is important that a recruitment for this role commence immediately. The role of Commissioner PDS is a critical role within the organization, and the Corporate Leadership Team. The Commissioner provides strategic leadership, in the management, implementation and administration of policies and programs of the Planning and Development Services Department that guide long term sustainable growth patterns, quality development and environmental integrity through the land use planning process, ensuring that programs and services are able to respond to the current and future priorities, objectives, and initiatives of the Region.

I have been working with Human Resources staff to facilitate a candidate search for this position. Given the responsibilities of this role, along with the highly specialized skill sets required to carry out the Region's planning and development services, and in the interest in expediting the recruitment process, Human Resources in consultation with Procurement, will establish an Informal Request for Quotation process, above the Procurement By-law limit, by identifying up to five (5) Executive Search Firms (ESF) to select one (1) ESF to coordinate with the CAO on the recruitment and selection process. The costs associated with engaging an ESF in this recruitment can be accommodated within the Council approved 2020 budget.

Human Resources, in coordination with the ESF, will ensure the successful launch of a fulsome recruitment strategy. This strategy will include a targeted advertising through established professional associations and networks with regional, provincial and national outreach. Accordingly, we will proceed to identify interested and qualified candidates to fill the position. It is our intention to replace the role of the Commissioner as expeditiously as possible; it can be expected to take up to four (4) months to complete this recruitment as compared to the greater duration of time this could take should we undertake a formal procurement process to engage an ESF.

Once qualified candidates are identified, an interview and selection process will be conducted along with the Planning and Development Committee Chairs being invited to participate in the interview process.

The recommended candidate for the position of Commissioner PDS will be presented to Council in the form of a future Report for consideration and approval in making a permanent appointment to the role.

Interim Acting Commissioner PDS

While the recruitment for a permanent Commissioner is undertaken, after careful consideration, I will be appointing Mr. Doug Giles on an interim basis as Acting Commissioner PDS, effective November 2, 2020. Doug has been with the Region since 2016, he is currently in the role of Director Community and Long Range Planning.

With a portfolio that regularly interfaces with area municipalities and is critical to economic development objectives and an “open for business” image, this role is an essential leadership position in building trust and confidence in Niagara. The individual who occupies this position must work seamlessly with Council, the leadership team, municipalities and customers to create opportunities in Niagara; I have every confidence that Doug will ensure these principles are upheld during this time of transition.

Respectfully submitted and signed by

Ron Tripp, P.Eng.
Acting Chief Administrative Officer