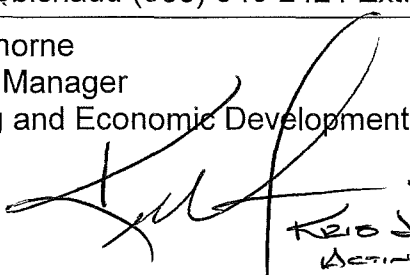




Hamilton

## INFORMATION REPORT

<b>TO:</b>	Chair and Members Planning Committee
<b>COMMITTEE DATE:</b>	June 18, 2019
<b>SUBJECT/REPORT NO:</b>	Update on Staffing Vacancies within the Planning Division (PED19127) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>PREPARED BY:</b>	Steve Robichaud (905) 546-2424 Ext. 4281
<b>SUBMITTED BY:</b>	Jason Thorne General Manager Planning and Economic Development Department
<b>SIGNATURE:</b>	 KEVIN JACOBSON Acting GM.

### COUNCIL DIRECTION

This Report is in response to the request of the Chair, Planning Committee, for an update on staffing vacancies within the Planning Division and the actions being undertaken to fill vacant positions.

The Planning Division is comprised of three sections (Community Planning and GIS, Development Planning, Heritage and Urban Design, and Policy Planning and Zoning By-law Reform). The approved staff complement is 73.5 Full Time Equivalences (FTEs). On January 1, 2019, there were 21 vacancies within the Division. As of May 1, 2019, the number of vacancies had been reduced to 13 (this total includes capital funded positions that were being held vacant due to funding constraints).

### INFORMATION

The Planning Division is comprised of three sections (Community Planning and GIS, Development Planning, Heritage and Urban Design, and Policy Planning and Zoning By-law Reform).

Over the course of the January to May, 2019 time period, the Planning Division leadership team has been working to identify and fill key vacancies within the Planning Division. A

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summary and status of the positions that were vacant as of January 1, 2019, or have subsequently become vacant since January 1, 2019, is attached as Appendix "A".

On average, managers and supervisors spend 10 – 15 hours per vacancy to complete the recruitment process. Based on the seven vacancies initially identified in January, 2019, this translates into 70 – 105 hours (10 – 15 work days out of 220 work days per annum) to complete the recruitment process for these vacancies.

To develop staff and to assist staff with their career development plans in conjunction with the requirements of the applicable collective agreement, for union positions the pool of qualified internal applicants must be given first consideration prior to recruiting external candidates. This can result in additional vacancies that arise as a result of internal applicants applying for and accepting positions within the Planning Division. Ultimately, a single vacancy at a senior planner level can result in two or three subsequent internal vacancies. Given that it may be 2 – 3 months between a resignation being announced and the position filled, this translates into the hiring process to fill the subsequent process taking a total of 6 – 9 months.

Staff within the Policy Planning and Zoning Reform Section are entirely funded from capital. Positions are filled when immediate work is required to be completed. It is challenging to fill these positions because people from outside the corporation are not willing to leave permanent jobs to go to a temporary position due to uncertainty of employment. As a result, the most qualified applicants do not apply so the City is missing out on planners and technicians that may have valuable experience.

As a consequence of the significant number of vacancies in the Development Planning, Heritage and Design Section, work was prioritized as follows:

- LPAT appeals (approximately 20 non-decision LPAT appeals were submitted prior to Bill 139 taking effect);
- Site Plans;
- Minor Variance Applications; and,
- Development applications.

In addition, both the Community Planning and Policy Planning groups have been focused on resolving appeals of Council adopted secondary plans and policy initiatives (e.g. Commercial Mixed Use Zoning) and participating in and monitoring the discussions with the Province regarding changes to the planning process.

## **APPENDICES AND SCHEDULES ATTACHED**

Appendix "A" – Summary and Status of Positions in the Planning Division