

## **Staff Report 2020-0329**

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Meeting Date: September 22, 2020

Subject: Planning and Development Division Additional Resource Request

Submitted By: Carey Herd, Chief Administrative Officer

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### **RECOMMENDATION**

That the Chief Administrative Officer be provided delegated authority to award and sign single source contracts related to planning and development file work and consultants to assist with related supporting studies to an upset limit of \$500,000 funded from the Planning and Development salary gapping and draws from the Development Approvals Stabilization Reserve Fund in 2020 and 2021 if required.

That the Chief Administrative Officer's delegated authority be granted from September 22, 2020 to June 1, 2021.

### **REPORT HIGHLIGHTS**

- Caledon is undergoing significant growth and as predicted development is occurring in Caledon
- The Town is in the process of recruiting a number of positions in the Planning and Development Division. Additional resources are required to meet legislative requirements and fulfill the service needs of the development community.
- Providing delegated authority to the CAO to award and sign single source contracts related to planning and development files and consultants to assist with related supporting studies will assist the Town in meeting timelines and anticipated expectations moving work and files forward while recruitment is underway and while new staff familiarize themselves in their new positions.

### **DISCUSSION**

The purpose of this staff report is to request the CAO delegated authority to award and sign single source contracts in order to meet legislative guidelines and fulfill the service expectations of the development industry expectations while recruiting a number of vacant positions in the planning and development division.

Caledon is undergoing significant development and will continue to do so for the unforeseeable future. The following information provides a snapshot of the activity that has occurred since mid-March 2020:

- 184 active development files
- 85 preliminary meetings
- 34 pre-consultation meetings
- 32 Committee of Adjustment applications heard since July 2020

- Approximately 200 in person meetings/inquires at Town Hall from June 29 - September 18, 2020
- Average of 40 calls received per-day on the Planning phone que with general inquires or site specific inquires

Staff is aware of a number of large development applications that may be submitted in the near future as a result of preliminary and pre-consultation meetings held. In addition to the development work, staff is in the midst of significant work related to the Official Plan. It is paramount that this work continues in order to meet anticipated timelines. Utilizing consultants to assist with this work will assist the team in moving the project forward.

Recruitment is underway for a number of vacancies in the planning and development division. Although these positions are a priority for the Town, the recruitment may take a number of months. Once new staff are in place it can take up to six months before staff are familiar with their files and administrative processes.

It is recommended that the CAO delegated authority to award and sign single source contracts in order to meet legislative guidelines and fulfill the service expectations of the development industry expectations. Having external assistance on a number of development files will meet anticipated guidelines, complete projects to enable economic growth and avoid unnecessary appeals to avoid non-decisions. Other municipalities have successfully utilized external consultants to assist with high application volumes and staff vacancies. Once work is underway the Chief Planner will examine any workforce needs and provide any recommendations through the 2021 budget process.

In accordance with the Purchasing By-law, all single source contract awards over \$50,000 must be approved by Council and signed by the Mayor and Town Clerk. Single source award information will be included in the bi-annual memo to Council.

## **FINANCIAL IMPLICATIONS**

The single source contract(s) will be funded via salary gapping in planning and development 2020 and 2021. Salary gapping is a favourable budget variance that occurs when there are vacancies which results in no actual expenses being charged to approved budgets. Currently, there is a favourable variance of \$332,514.26 in salary gapping in Planning and Development's 2020 operating budget. If there is insufficient budget in the Planning and Development division salary gapping, it is recommended that the balance of the single source contract(s) be funded from the Development Approvals Stabilization Reserve Fund. Planning staff report that works related to development applications may extend up to 4 years from the time revenues are collected. This reserve serves the purpose of collecting excess revenues from the Development approval process and funds future Development approval related work. The current uncommitted balance of the Development Approvals Stabilization Reserve Fund is \$3,377,329.

**COUNCIL WORK PLAN**

**Not Applicable**

Subject matter is not relevant to the Council Workplan.

**ATTACHMENTS**

None.