



**The Corporation of the City of Cornwall**  
**Regular Meeting of Council**  
**Report**

Department: Corporate Services  
Division: Human Resources  
Report Number: 2020-323-Corporate Services  
Prepared By: Geoffrey Clarke, General Manager  
Meeting Date: September 14, 2020  
Subject: Strategic Planning Coordinator

**Purpose**

To provide Council with an overview of the draft position description created as part of the 2020 budget process; as well as provide a recommendation for the recruiting process.

**Recommendation**

That Council receive this report and provide Administration direction on proceeding with this position and its recruitment process.

**Financial Implications**

Council budgeted \$60,000 for six (6) months in 2020 for the creation of this position.

**Strategic Priority Implications**

To assist with the achievement of the priorities as laid out in the official strategic plan.

**Background / Discussion**

On February 5, 2020 Council had approved the allocation of funds that would create a position for part of the 2020 budget year. The new position was intended to assist Council and the Mayor in the building professional networks



with surrounding municipalities, help with the development of municipal policy at the Council level, and act as a strategic resource to Council that could support major projects Council have identified in achieving our four (4) year strategic plan.

Administration is recommending a salary range for this position to be established between \$68,236.00 as a starting salary with a top of range established at \$82,942.00. This salary recommendation would be consistent with positions we deem as similar within the Corporation. As per our salary banding practice, there are five (5) steps of salary progression per pay band, with increases available with yearly performance reviews taking place on the anniversary of someone assuming the position.

The position would report to the Chief Administrative Officer.

A draft description of the position is attached for your review.

Should Council wish to proceed with this position, Administration would recommend that the position be recruited in a manner that is consistent with our standard recruitment protocols for non-unionized positions within the Corporation. These protocols establish that we have the position posted, internally and externally, for three (3) weeks, and that a hiring panel be created for the two (2) rounds of interviews that would need to be complete the selection process.

With the position being recommended as reporting directly to the C.A.O., it is recommended that Council delegate the responsibility of the recruitment to the C.A.O as per our normal process.

To complete the process, Administration is forecasting a process that should reasonably take between two (2) to three (3) months from start of the posting to having someone physically recruited and into the position; ultimately having a candidate employed with the City by November 2020.

Document Title:	Strategic Planning Coordinator - 2020-323-Corporate Services.docx
Attachments:	- 2020 Report JD Strategic Planning Coordinator.docx
Final Approval Date:	Sep 8, 2020

This report and all of its attachments were approved and signed as outlined below:

**Geoffrey Clarke - Sep 3, 2020 - 3:00 PM**

**Maureen Adams - Sep 8, 2020 - 10:26 AM**