



**City of
Peterborough**

To: Members of the General Committee

From: Sandra Clancy, Chief Administrative Officer

Meeting Date: December 10, 2018

Subject: Report CAO18-010
Appointment of Commissioner of Infrastructure and Planning Services

Purpose

A report to recommend the appointment of Cynthia Fletcher as the Commissioner of Infrastructure and Planning Services for the City of Peterborough.

Recommendation

That Council approve the recommendation outlined in Report CAO18-010 dated December 10, 2018 of the Chief Administrative Officer, as follows:

That Cynthia Fletcher be appointed as the Commissioner of Infrastructure and Planning Services for the City of Peterborough as of January 18, 2019.

Budget and Financial Implications

The 2019 salary for the Commissioner of Infrastructure and Planning Services will be accommodated in the 2019 departmental budget.

Background

The CAO's By-law Number 15-039 provides that the recommendation on appointments of Commissioners be submitted to Council. The Commissioner of Infrastructure and Planning Services Department, Wayne Jackson, is retiring on December 31, 2018, after 11 years of service.

The position of Commissioner of Infrastructure and Planning Services has a broad range of responsibilities due to the variety of municipal services provided by the department combined with the corporate level responsibilities of a Commissioner. The department, which as of May 2018 was restructured, includes the Planning Division, Building Inspection and Protective Services, Airport, Engineering, Construction and Public Works, Transportation, Environmental Services and Infrastructure Management. The department is a one-stop venue for all municipal government services that support the development industry.


The recruitment process was lead by the Phelps Group, a national executive search firm and the City's vendor of record for senior recruitments. The search was Canada-wide for qualified and interested applicants. The process included initial interviews of a larger list of applicants by the Phelps Group, short listing of the applicants, initial interviews conducted by the CAO and the senior management team and a recommendation by the senior management team of one candidate for a second interview. The second interview was conducted by the senior management team and Councillors Parnell, Vassiliadis and Therrien (Mayor-elect but Councillor at the time of the interview).

The individual being recommended to Council for appointment is Cynthia Fletcher, who brings twenty years of public sector experience. Ms. Fletcher has a Master of Engineering Degree from the University of Toronto, Bachelor of Engineering Degree from Vanderbilt University and a Bachelor of Arts Degree from the University of Waterloo and certification in Social Work. She has a Project Management Professional Designation and has taken the Project Management Professional Program at University of Toronto. Ms. Fletcher also has a Building Sciences Specialist in Ontario Designation and Building Science Certification from the University of Toronto.

Ms. Fletcher's job experience includes her current role as the Director of Facilities Management for the City of Kitchener, as well as the Interim Executive Director – Infrastructure Services for two years. Previous employment includes ten years at the Waterloo Region District School Board as Supervisor Systems and Project Management and Acting Manager – Plant Maintenance & Construction.

Ms. Fletcher will begin her employment on January 18, 2019.

Submitted by,

A handwritten signature in black ink that reads "Sandra Clancy". The signature is fluid and cursive, with the first name "Sandra" and last name "Clancy" clearly distinguishable.

Sandra Clancy
Chief Administrative Officer

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