Selection Task Force

Agenda

Wednesday, September 27, 2017
Immediately following the last interview
Capital Region Board Office, Capital Region Boardroom
1100 Bell Tower, 10104 103 Avenue, Edmonton

1. Call to Order – Mayor William Choy, Chair

2. Chair Opening Remarks – Mayor William Choy, Chair

3. Approval of Agenda – Mayor William Choy, Chair

4. Approval of Minutes of Sept 19, 2017 – Mayor William Choy, Chair  Page 3 of 7

5. Selection of Board Chair – Mayor William Choy, Chair  Page 5 of 7

Recommended Motions:

1. That the Selection Task Force approve the recommended Board Chair on behalf of the Capital Region Board.

2. That the Selection Task Force, in accordance with Policy G021, send a letter from the Capital Region Board to the Minister of Municipal Affairs requesting the authority to appoint the recruited Board Chair in an acting capacity until such time as the new Edmonton Metropolitan Region Board Regulation is in effect.
6. **Approval of Minutes of Sept 27, 2017** – *Mayor William Choy, Chair*

   **Recommended Motion:**
   
   That the Selection Task Force delegate the authority to approve the September 27, 2017 minutes to the Chair and Vice Chair.

7. **Task Force** – *Mayor William Choy, Chair*

   **Recommended Motions:**
   
   That the Selection Task Force recommend to the Capital Region Board that the Selection Task Force stand down upon the effective date of the non-elected Board Chair contract agreement.

8. **Adjournment** – *Mayor William Choy, Chair*
Selection Task Force

Tuesday, September 19, 2017
9:00 AM – 11:00 AM
Capital Region Board Office, Capital Region Boardroom
1100, 10104 - 103 Avenue

Members:
William Choy, Town of Stony Plain (Chair)
Camille Berube, Town of Beaumont
Roxanne Carr, Strathcona County
Don Iveson, City of Edmonton
Nolan Crouse, City of St. Albert (CRB Chair)

Regrets:
CRB Staff & Consultants:
Malcolm Bruce, CEO
Stephanie Chai, Project Manager
Jamie Evanoff, Administrative Assistant
Tricia Mullen, Optimum Talent

Guests:
Gibby Davis, City of Edmonton

1. CALL TO ORDER

Chair, Mayor William Choy called the meeting to order at 9:21 a.m.

2. Chair’s Opening Remarks

3. Approval of Agenda

Motion: That the agenda of September 19, 2017 be approved.
Moved by: Mayor Roxanne Carr, Strathcona County
Decision: Carried

4. Approval of Minutes of July 26, 2017

Motion: That the Selection Task Force approve the Selection Task Force Terms minutes of July 26, 2017.
Moved by: Mayor Camille Berube, Town of Beaumont
Decision: Carried
5. **Government of Alberta Authorities**

Malcolm Bruce, CEO provided an update regarding the Government of Alberta authorities to the Selection Task Force including the Government of Alberta publication of the draft Edmonton Metropolitan Region Board Regulation now available for public comment and review.

6. **Transition Task Force Update**

   1. **Motion:** That the Selection Task Force move in-camera, in accordance with the provisions of Section 24 – Advice from officials, of the Freedom of Information and Protection of Privacy Act (FOIP), R.S.A. 2000, c.F-25.
      
      **Moved by:** Mayor Don Iveson, *City of Edmonton*
      **Decision:** Carried

   2. **Motion:** That the Selection Task Force reconvene in public.
      
      **Moved by:** Mayor Nolan Crouse, *City of St. Albert*
      **Decision:** Carried

   3. **Motion:** That the Selection Task Force approve the shortlist of candidates.
      
      **Moved by:** Mayor Nolan Crouse, *City of St. Albert*
      **Decision:** Carried

7. **Next Steps**

   **Interview Dates**
   *September 26 - 27, 2017*
   *Capital Region Board Office*  
   #1100, 10104 – 103 Avenue  
   Edmonton, Alberta T5J 0H8

   **Next Meeting**
   *September 27, 2017*  
   *(Immediately following the last interview)*  
   *Capital Region Board Office*  
   #1100, 10104-103 Avenue  
   Edmonton, Alberta T5J 0H8

8. **Adjournment**

The Chair, Mayor William Choy declared the meeting adjourned at 10:31 a.m.
Selection of Board Chair

**Recommended Motions**

1. **That the Selection Task Force approve the recommended Board Chair on behalf of the Capital Region Board.**

2. **That the Selection Task Force, in accordance with Policy G021, send a letter from the Capital Region Board to the Minister of Municipal Affairs requesting the authority to appoint the recruited Board Chair in an acting capacity until such time as the new Edmonton Metropolitan Region Board Regulation is in effect.**

**Background**

- 2017/2018 is a transition year for the Capital Region Board, including an update to the Board’s Regulation, transition to the Edmonton Metropolitan Region Growth Plan, and an October municipal election, which will see new individuals around the table.
- As part of transitioning to a new Board with a smaller membership and expanded mandate, the Board has approved the recommendation of the Transition Task Force to hire a non-elected Board Chair to lead the Board through the first two years of its transition.
- Target date for a Board Chair appointment is October 16, 2017, which will allow for a two week transition of chair responsibilities prior to the termination of the current Board Chair appointment.
- The selection of a Board Chair involves two distinct activities – recruitment and hiring.
- The RFP for a search firm closed on July 18, 2017. The awarded firm presented on the July 26, 2017 meeting and received direction from the Task Force.
- The Board Chair Position Profile was posted online, distributed across various channels, and shared with the CAOs.

![Timeline of Selection Process](image)
Rationale:

Due to the nature of the confidential material, candidate information was distributed at the September 19, 2017 Selection Task Force meeting in preparation for the interviews. Immediately following the shortlist candidate interviews, a brief Task Force meeting will be held to approve the recommended Board Chair and, in the absence of a new regulation, to follow the Capital Region Board’s Policy G021 direction for transition.

Attachments:

1. Candidate Short List Package and Interview Guide (Handout provided September 19, 2017)
2. Policy G021 Regulation Transition
PURPOSE

To establish a set of guidelines for the Capital Region Board in the event that the Edmonton Metropolitan Region Board Regulation is not approved by the 2017 municipal election.

POLICY

The Board will operate as follows until the Edmonton Metropolitan Region Board Regulation is approved.

GUIDELINES

The Capital Region Board will continue to host meetings after the 2017 municipal election at the scheduled time starting in November.

Membership attending will be in accordance with the Regulation in effect at the time.

The Board will ask the Province to appoint in an acting capacity, the recommended Board Recruited Chair until such time as the Board can hire a Chair.

The Board will hire the Selection Task Force-recommended Chair upon approval of the new Regulation.

Any membership contributions will only apply to the the 13 identified municipalities in the draft EMRB Regulation as per Ministerial Order MSL:019/17.

The new approved governance structure will be implemented following 2017 municipal election.

Revisions

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<tr>
<th>Date</th>
<th>Status</th>
<th>Comments</th>
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<tr>
<td>September 14</td>
<td>Approved</td>
<td>Received Board Approval</td>
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Nolan Crouse, Board Chair