Selection Task Force

Agenda

Wednesday, July 26, 2017
10:00 AM – 12:00 PM
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. Terms of Reference – Mayor William Choy, Chair

   **Recommended Motion:** That the Selection Task Force approve the Selection Task Force Terms of Reference as recommended by the CRB Administration.

5. Government of Alberta Authorities – Malcolm Bruce, CEO
6. Selection Process – Malcolm Bruce, CEO

   **Recommended Motion:** That the Selection Task Force approve the selection process outlined to recruit and hire the Board Chair.

7. Board Chair Job Description – Malcolm Bruce, CEO (handout)
8. Search Firm Presentation and Direction – To be confirmed (verbal)
9. Next Steps – Mayor William Choy, Chair
10. Adjournment – Mayor William Choy, Chair

Next Meeting Date:
September 19, 2017
Capital Region Board Office, Capital Region Boardroom
1100 Bell Tower, 10104 103 Avenue, Edmonton
9:00 AM – 11:00 AM
Selection Task Force Terms of Reference

Recommended Motion

*That the Selection Task Force approve the Selection Task Force Terms of Reference as recommended by the CRB Administration.*

Background

- On June 8, 2017, the Capital Region Board made a motion to authorize a subset of the Transition Task Force, along with the Board Chair and Vice-Chair, to oversee the recruitment and hiring of the Board Chair.

Rationale

- The intent of the terms of reference is to recognize the need for political continuity of decision-making to support and enable recruitment and hiring of a Board Chair, given the short timeline for this Board initiative.

Attachments

1. Selection Task Force Terms of Reference
**BACKGROUND**

As part of transitioning to a new Board with a smaller membership and expanded mandate, the Board has authorized the Selection Task Force to hire a non-elected Board Chair to lead the Board through the first two years of its transition.

**Mandate**

The Selection Task Force’s mandate is to recruit and hire the Board Chair.

**Membership**

This Selection Task Force will consist of the Board Chair, Board Vice-Chair, City of Edmonton, a city, a county, and a town.

**Leadership**

For continuity, the Transition Task Force Chair and Vice-Chair will continue as the Selection Task Force Chair and Vice-Chair.

**Support/Resources**

The Chief Executive Officer will support this Selection Task Force, drawing upon CRB administration as required.

**Meeting Frequency**

The Selection Task Force will meet as warranted.

**Authority**

On June 8, 2017, the Board approved, by motion, the Board Chair Selection Process including the authority to recruit and hire the Board Chair.

**Decision-Making**

Decisions, recommendations, and actions determined by this Selection Task Force will be driven by the desired outcome to do what is in the best interest of the Capital Region. Only elected officials designated as voting members of the Selection Task Force, or their designated alternates, may vote.

All motions must be moved by a voting member. Motions require a majority of members in attendance to pass (50 percent plus one).

**Quorum**

Quorum is defined as 50 percent plus one of standing membership.
**DISPUTE RESOLUTION**

The Selection Task Force Chair is accountable for ensuring effective and collaborative committee operations and decision making. Where the Chair’s efforts are unable to resolve a dispute, the matter will be brought to the Board for discussion and resolution.

**COMMUNICATIONS**

The Chief Executive Officer will act as the single point of contact for all communications requests for the Board and will determine the appropriate level of response required. This may result in responses being required from the Board Chair/Interim Chair, a committee or Task Force Chair, Members, Board administration, or the Chief Executive Officer.

**STATUS OF MEETINGS**

Selection Task Force meetings are open to the public including all members of the CRB (elected officials and their alternates), administrative representatives from all CRB member municipalities and members of the public. The Task Force may invite individuals from the Province, industry, the general public or other Board/Task Force members to participate in specific agenda items. Selection Task Force minutes are public records.

Section 602.08 (1) of the *Municipal Government Act* (MGA) states that a committee or task force may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.

*All members (elected and administrative) attending the in camera session shall respect the confidentiality of the in camera items.*

**REPORTING**

The Selection Task Force is expected to provide the Board, through established communication channels and schedules, sage advice, descriptions and recommendations to resolve existing issues, status, and progress as it relates to its mandate and expected deliverables.

**MEETING AGENDAS AND MINUTES**

All meeting agendas, minutes, reports, briefings, and supporting documentation will be provided in an electronic format. In general, meeting agendas and pre-read materials, where available, will be provided at least one week in advance of a scheduled meeting.

Nolan Crouse, Board Chair

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Government of Alberta Authorities

Background

- On May 11, 2017, the Capital Region Board approved the motion:

  That the Capital Region Board approve the Transition Task Force recommendation to hire an external Chair for the first two years of the new Board with the option to extend the term.

- Under its current Regulation, the Board does not have the authority to hire a Board Chair. This authority will exist under the proposed new Regulation.

- On May 23, 2017, the CEO wrote a letter to the Deputy Minister of Municipal Affairs requesting the Authority to carry out the Board’s direction.

- On June 9, 2017, the Deputy Minister responded supporting “the CRB’s decision to begin this process, with the understanding that a chair would not be appointed until the new regulation has been enacted.”

Status

Should the Capital Region Board not receive the new Regulation or the interim authority to hire a Board Chair to meet its timelines, it will request approval of the Minister of Municipal Affairs to appoint the Chair as Interim under the current Regulation.

Attachments:

1. May 23, 2017 Letter from CEO Malcolm Bruce to Deputy Minister Brad Pickering
2. June 9, 2017 Letter of response from Deputy Minister Brad Pickering
May 23, 2017

Mr. Brad Pickering, Deputy Minister  
Office of the Deputy Minister  
Municipal Affairs  
18th fl Commerce Place, 10155 - 102 Street  
Edmonton, AB T5J 4L4

Dear Mr. Pickering,

Re: Capital Region Board Recruited Non-Elected Chair

The current Regulation for the Capital Region Board does not grant the Board authority to recruit and hire a non-elected chair, as preferred by the Board in the following motion approved May 11, 2017:

MOTION: That the Capital Region Board approve the Transition Task Force recommendation to hire an external Chair for the first two years of the new Board with the option to extend the term.

However, it is the Board’s understanding that this is being considered as a new authority within the Board’s updated Regulation.

For the purposes of a smooth transition and continuity, the Board is seeking Provincial permission to begin a process to recruit and hire a non-elected Chair. Please note this would not be an Interim Chair as defined in the current Regulation.

Sincerely,

Malcolm Bruce  
CEO, Capital Region Board
June 9, 2017

Mr. Malcolm Bruce  
Chief Executive Officer  
Capital Region Board  
1100 Bell Tower  
10104 - 103 Avenue  
Edmonton AB T5J 0H8

Dear Mr. Bruce:

Thank you for your letter of May 23, 2017, regarding the Capital Region Board’s (CRB) request to begin the recruitment and hiring process for a non-elected Chair. I appreciate the CRB’s proactive work to ensure the new Growth Management Board (GMB) can function upon its formation.

As stated in your letter, the current CRB Regulation does not allow for the appointment of a non-elected Chair. While this authority is being considered as part of the new GMB regulation, the current legislative framework still applies. However, in recognition that the recruitment and hiring process is likely to take several months, Municipal Affairs supports the CRB’s decision to begin this process, with the understanding that a chair would not be appointed until the new regulation has been enacted. Furthermore, while Municipal Affairs supports this decision, the CRB is responsible for all associated costs related to the recruitment and hiring process. If you have additional questions, please contact Andrew Horton, Director of Municipal Collaboration, at andrew.horton@gov.ab.ca.

Thank you again for writing.

Sincerely,

Brad Pickering  
Deputy Minister
Board Chair Selection Process

Recommended Motion

*That the Selection Task Force approve the selection process outlined to recruit and hire the Board Chair.*

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 the 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 will be presenting at the July 26, 2017 meeting to receive direction from the Task Force.

Rationale

- Given the short timeframe in which to hire a Board Chair, the Selection Task Force’s mandate includes the Recruitment and Hiring of the Board Chair.

### Timeline

**July**
- RFP for Recruiting Firm Open
- RFP for Recruiting Firm Closes
- Shortlist Proposal
- Selection Task Force Process Review
- Meet Recruiting Firm

**Sept**
- Selection Task Force Candidate Review
- Candidate Interviews
- Candidate Interviews
- Board Chair Selection