Selection Task Force

Agenda

Tuesday, September 19, 2017
9:00 AM – 11:00 AM
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 July 26, 2017** – Mayor William Choy, Chair

5. **Government of Alberta Authorities** – Malcolm Bruce, CEO

6. **Selection Process Update** – Tricia Mullen, Optimum Talent Conroy Ross

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**Recommended Motions:**

1. 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.

2. That the Selection Task Force reconvene in public.

3. That the Selection Task Force approve the shortlist of candidates.
7. **Next Steps** – Mayor William Choy, Chair

8. **Adjournment** – Mayor William Choy, Chair

**Interview Dates**  
(Times TBC)

**September 26 - 27, 2017**  
Optimum Talent Conroy Ross Offices  
720 Manulife Place, 10180 101 Street  
Edmonton, Alberta T5J 3S4

**Next Meeting**  
(Immediately following the last interview)

**September 27, 2017**  
Optimum Talent Conroy Ross Offices  
720 Manulife Place, 10180 101 Street  
Edmonton, Alberta T5J 3S4
Selection Task Force

Wednesday, July 26, 2017
10:00 AM – 12:00 PM
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

Regrets:
Nolan Crouse, City of St. Albert (CRB Chair)

CRB Staff & Consultants:
Malcolm Bruce, CEO
Stephanie Chai, Project Manager
Jamie Evanoff, Administrative Assistant

Guests:
Gibby Davis, City of Edmonton
Marnie Lee, Strathcona County
Nisha Patel, City of St. Albert

1. CALL TO ORDER
Chair, Mayor William Choy called the meeting to order at 10:02 a.m.

2. Chair’s Opening Remarks

3. Approval of Agenda

   Motion: That the agenda of July 26, 2017 be approved.
   Moved by: Mayor Roxanne Carr, Strathcona County
   Decision: Carried unanimously

4. Terms of Reference

   Motion: That the Selection Task Force approve the Selection Task Force Terms of Reference as recommended by the CRB Administration.
   Moved by: Mayor Camille Berube, Town of Beaumont
   Decision: Carried unanimously
5. Government of Alberta Authorities

Malcolm Bruce, CEO provided an update regarding the Government of Alberta authorities to the Board under the current regulation.

6. Transition Task Force Update

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

**Moved by:** Mayor Camille Berube, *Town of Beaumont*

**Decision:** Carried unanimously

7. Board Chair Job Description

The Selection Task Force discussed and reviewed the Board Chair Job Description.

8. Search Firm Presentation and Direction

The consultant, Optimum Talent Conroy Ross, made a presentation to the Selection Task Force regarding their selection process. The Selection Task Force provided direction to the consultant to inform the process.

9. Next Meeting Date – September 19, 2017

9:00 a.m. – 11:00 a.m., Capital Region Board – Capital Region Boardroom

10. Adjournment

The Chair, Mayor William Choy declared the meeting adjourned at 12:03 p.m.

Task Force Chair, William Choy
Selection Process Update

Recommended Motions

1. 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.

2. That the Selection Task Force reconvene in public.

3. That the Selection Task Force approve the shortlist of candidates.

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 presented on the July 26, 2017 meeting and received direction from the Task Force.

- The Board Chair Position Profile was posted online and distributed across various channels including the CAOs.

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Rationale:

Due to the nature of the confidential material, candidate long list information will be distributed at the meeting in preparation for the interviews. Immediately following the shortlist candidate interviews, a brief Task Force meeting will be held to move the hiring of the non-elected Board Chair, or in the absence of a new regulation, to follow the Capital Region Board’s direction for transition from September 14, 2017.

Attachments:

1. Candidate Long List Package and Interview Guide (handout)