

**RECOMMENDATIONS OF THE SELECTION COMMITTEE FOR LEADERSHIP OF THE
CALGARY ASSESSMENT REVIEW BOARD (ARB)**

EXECUTIVE SUMMARY

The Selection Committee for Leadership of the Calgary Assessment Review Board (the Selection Committee) determines and presents its recommendations to Council for appointment of the Board's General Chair for the period of 2017 April 01 to 2018 March 31.

CITY CLERK'S RECOMMENDATIONS

That the Selection Committee for Leadership of the Assessment Review Board (ARB):

1. Receive for information the Working Group's verbal ranking of the candidates who were interviewed;
2. Direct that the ranking of candidates for the position of ARB General Chair be documented and attached to the Report, as Attachment 3, prior to being forwarded to Council;
3. Direct that Report SCA2017-0047 be forwarded to the Regular Meeting of Council on 2017 January 23 as an item of Urgent Business, In Camera; and
4. Direct that Report SCA2017-0047 and all Attachments, and the in camera discussions, remain confidential pursuant to Sections 17(1), 17(4)(d), 24(1)(a) and (d) of the *Freedom of Information and Protection of Privacy Act*.

Further, that the Selection Committee for Leadership of the Assessment Review Board (ARB) recommend that Council:

5. Adopt the recommended candidate indicated in Attachment 3 for appointment as General Chair of the Calgary Assessment Review Board, effective 2017 April 01;
6. Direct the Law Department to return to the 2017 February 13 Combined Meeting of Council with necessary amendments to the ARB Bylaw 25M2010;
7. Direct that Report SCA2017-0047 and Attachment 2 remain confidential pursuant to Sections 24(1)(a) and (d) of the *Freedom of Information and Protection of Privacy Act* until Council rises and reports at the 2017 February 13 Combined Meeting of Council; and
8. Direct that Attachments 1 and 3, and the in camera discussions relating to the appointment of General Chair of the ARB remain confidential pursuant to Sections 17(1) and 17(4)(d) of the *Freedom of Information and Protection of Privacy Act*.

**RECOMMENDATION OF THE SELECTION COMMITTEE FOR LEADERSHIP OF THE
CALGARY ASSESSMENT REVIEW BOARD (ARB), DATED 2017 JANUARY 17:**

That Council:

1. Adopt the recommended candidate indicated in Attachment 3 for appointment as General Chair of the Calgary Assessment Review Board, effective 2017 April 01;
2. Direct the Law Department to return to the 2017 February 13 Combined Meeting of Council with necessary amendments to the ARB Bylaw 25M2010;
3. Direct that Report SCA2017-0047 and Attachment 2 remain confidential pursuant to Sections 24(1)(a) and (d) of the *Freedom of Information and Protection of Privacy Act* until

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Council rises and reports at the 2017 February 13 Combined Meeting of Council; and

4. Direct that Attachments 1 and 3, and the in camera discussions relating to the appointment of General Chair of the ARB remain confidential pursuant to Sections 17(1) and 17(4)(d) of the *Freedom of Information and Protection of Privacy Act*; and
5. **Disband the Selection Committee for Leadership of the Calgary Assessment Review Board (ARB) on the day of appointment by Council, of a Chair to the Calgary Assessment Review Board.**

PREVIOUS COUNCIL DIRECTION / POLICY

At its Regular Meeting on 2016 September 26, Council adopted the recommendations of Report PFC2016-0752, and adopted the following motion:

That Council:

1. Receive Mr. Paterson's resignation, **effective 2017 March 31**, as General Chairman for information and that he be thanked for his service as General Chairman;
2. Establish a selection committee of Council, consisting of three members of Council, **as follows**, to review candidates' applications and conduct interviews, such selection committee to provide its recommendations for appointment of General Chair to Council no later than Q1 2017:
 - **Councillor Chabot**
 - **Councillor Colley-Urquhart; and**
 - **Councillor Sutherland.**
3. Adopt the Terms of Reference proposed in Attachment 2 for the Assessment Review Board Leadership Selection Committee;
4. Direct the City Clerk to engage the services of an independent search consultant, **if required**, to identify potential qualified candidates for consideration by the Selection Committee.
5. Direct that the report and Attachment 1 remain confidential pursuant to Sections 17(1) and 17(4)(d) of the *Freedom of Information and Protection of Privacy Act*.
6. Direct that Attachment 2 **be made a public document.**

The Selection Committee for Leadership of the Calgary Assessment Review Board (ARB), at its meeting of 2016 October 11, approved the recommendations in Report SCA2016-0837, as follows:

RECOMMENDATIONS OF THE SELECTION COMMITTEE FOR LEADERSHIP OF THE CALGARY ASSESSMENT REVIEW BOARD (ARB)

That the Selection Committee for Leadership of the Calgary Assessment Review Board:

1. **Select Option C** as the process for the recruitment and selection of the General Chair of the Calgary ARB as presented in Attachment 2;
2. Recommend that Council adopt the position profile for the General Chair contained in Attachment 3;
3. Establish a working group comprised of its members, in order to screen and interview candidates, which will report back to the Selection Committee to finalize its recommendations to Council; and
4. That Attachment 1 remain confidential pursuant to Section 24(1)(d) of the *Freedom of Information and Protection of Privacy Act*.
5. **Direct that a letter be composed encouraging current Board Members and Local Municipal Government Board Members to Apply**

At the 2016 November 07 Combined Meeting of Council, Council adopted under the Consent Agenda the recommendation in SCA2016-0837 to adopt the position profile for the General Chair contained in Attachment 3.

BACKGROUND

The Selection Committee determined the best course of action for the recruitment and selection process to select the new General Chair was to administer an advertised recruitment process.

A recruitment communication plan was established and implemented. Advertisements appeared in various publications both in print and online.

The Selection Committee established a Working Group to screen and conduct interviews with the candidates and interviews were held in 2016 December.

INVESTIGATION: ALTERNATIVES AND ANALYSIS

A total of 10 applications were received within the application deadline.

A short list of candidates was determined by the Working Group, based on an assessment of the experience, competency and leadership of candidates. Interviews of candidates were conducted by two members of the Working Group on 2016 December 09.

Attachment 1 contains the application forms and resumes respecting the 11 individuals that applied for the position of ARB General Chair.

Amendment of the ARB Bylaw 25M2010, as amended, is required to finalize appointment of a new Chair for 2017, and will provide some finality to the recruitment process as well as help facilitate a smooth transition for leadership.

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Stakeholder Engagement, Research and Communication

Letters were sent to the local members of the ARB, as well as the Calgary-resident members of the Municipal Government Board (MGB). Additionally, advertising of the position was carried out in print and social media venues, including the Calgary Herald, Twitter, LinkedIn, and Calgary.ca.

Strategic Alignment

The recommendations in this report align with Council's priority relating to a well-run city and with Council's policy for the Governance and Appointments of Boards, Commissions and Committees (CP2016-03).

Social, Environmental, Economic (External)

None

Financial Capacity

Current and Future Operating Budget:

None

Current and Future Capital Budget:

None

Risk Assessment

The Board must have capable and competent leadership to execute its statutory mandate. Although the duties of the General Chair position can be carried out by the Vice Chairs of the Board, the smooth and proper functioning of the ARB and its administration relies on the experience, capability and subject-matter expertise provided by an appropriately-qualified General Chair.

REASONS FOR RECOMMENDATION:

There is a need to replace the longstanding General Chair of the Calgary Assessment Review Board as he steps back from the position. The Selection Committee's reasons for ranking and recommendation of interviewed candidates may be provided to Council in camera at the 2017 January 23 meeting of Council.

ATTACHMENTS

1. Applications of the candidates
2. Calgary Herald ad
3. **Recommended Candidate for Leadership of the Calgary ARB**