

**RECOMMENDATIONS OF THE SELECTION COMMITTEE FOR LEADERSHIP OF THE  
CALGARY SUBDIVISION AND DEVELOPMENT APPEAL BOARD, SCS2016-0398**

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**EXECUTIVE SUMMARY**

The Selection Committee for Leadership of the Calgary Subdivision and Development Appeal Board ("the Selection Committee") determines and present its recommendations to Council for qualified candidates to serve as Chair for the period 2016 July 1 to 2016 December 31.

**CITY CLERK'S RECOMMENDATION(S)**

That the Selection Committee for Leadership of the Calgary Subdivision and Development Appeal Board (SDAB):

1. Receive for information the observations of the working group that the Selection Committee established to interview candidates, and determine a ranking of preference for the candidates who were interviewed;
2. Direct Administration to document the Committee's ranking of candidates for the position of SDAB Chair in Attachment 1 to this report, and include any other recommendations relevant to Council's consideration of the appointment or the appointment process;
3. Direct Administration to draft a bylaw to amend the SDAB Bylaw, Bylaw 25P95, as amended, to allow for mid-year appointment of public members to the SDAB;
4. Direct that this report, the proposed bylaw, and the Committee's recommendations (as set out in Attachment 1) be forwarded to the Regular Meeting of Council on 2016 May 16 as an item of Urgent Business;
5. Direct that Attachments 1 and 2, and the content of the Committee's in camera discussions, remain confidential under subsections 17(1) and 17(4)(d) of the *Freedom of Information and Protection of Privacy Act*;

Further, that the Selection Committee recommend that Council:

6. Give three readings to a proposed bylaw to amend the SDAB Bylaw, Bylaw 25P95, as amended, to allow for mid-year appointment of public members to the SDAB;
7. Appoint the Committee's recommended candidate:
  - a. as a member of the Board, effective 2016 May 17, and
  - b. as Chair of the SDAB for the period of 2016 July 1 to 2016 December 31; and,
8. Direct that Attachments 1 and 2, and in camera discussions relating to the appointment of Chair of the SDAB remain confidential under subsections 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 SUBDIVISION AND DEVELOPMENT APPEAL BOARD (SDAB), DATED  
2016 MAY 09:**

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That Council:

1. Give three readings to a **proposed Bylaw 28M2016** to amend the SDAB Bylaw, Bylaw 25P95, as amended, to allow for mid-year appointment of public members to the SDAB;

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2. Appoint a candidate:
  - a. as a member of the Board, effective 2016 May 17, and
  - b. as Chair of the SDAB for the period of 2016 July 1 to 2016 December 31; and
3. Direct that Attachments 1 and 2, and In Camera discussions relating to the appointment of Chair of the SDAB remain confidential under subsections 17(1) and 17(4)(d) of the *Freedom of Information and Protection of Privacy Act*.

Excerpts for the Minutes of the Regular Meeting of the Selection Committee for Leadership of the Calgary Subdivision and Development Appeal Board (SDAB), held 2016 May 06:

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- “4. Direct that this report, the proposed bylaw, and the Committee’s recommendations (as set out in Attachment 1) be forwarded to the Regular Meeting of Council on 2016 May 16 as an item of Urgent Business.”

**PREVIOUS COUNCIL DIRECTION / POLICY**

At its regular meeting on 2015 December 14, Council considered the recommendations of the Calgary Subdivision and Development Appeal Board (SDAB) for appointment of its Chair, as set out in report C2015-0904. It then adopted the following motions:

1. Appoint Mr. Grol to serve as a member of the SDAB for a further one year term effective 2016 January 1 and expiring 2016 December 31 and appoint Mr. Grol to serve as Chair of the SDAB for the period 2016 January 01 to 2016 June 30;
2. Direct the City Clerk, with the assistance of Human Resources, to engage an independent consultant to identify potential qualified candidates to serve as Chair of the SDAB for the period 2016 July 1 to 2016 December 31;
3. Establish a selection committee of Council, consisting of Councillors Carra, Chabot and Woolley to review candidates’ applications and conduct interviews, such selection committee to provide its recommendations and any required bylaw amendments to Council no later than 2016 March 30

At the combined meeting of Council on 2016 March 7, Council adopted the recommendation of the Priorities and Finance Committee that Council “extends [*sic*] the timeline of the report to come back to Council on recommendation for continuing the appointment of a Chair of the SDAB to mid-Q2 2016.”

At the combined meeting of Council on 2016 April 11, Council adopted Terms of Reference for the Selection Committee.

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**BACKGROUND**

In response to Council's direction, the executive search firm AltoPartners was retained through a competitive procurement process to conduct a recruitment exercise to identify potential candidates for the Selection Committee's consideration.

The Selection Committee elected Councillor Carra as Chair of the Committee and Councillor Woolley as the Vice Chair. The Committee has also received an update from AltoPartners about the recruitment process that it had carried out.

The Selection Committee received briefings from AltoPartners respecting the potential candidates that had been identified through the executive search process and then determined which of those individuals it wished to interview.

The Selection Committee established a working group to conduct interviews with the candidates and the interviews have been held.

**INVESTIGATION: ALTERNATIVES AND ANALYSIS**

On 2016 May 9, the working group reports back as the Selection Committee at which point the Selection Committee will establish its recommendations.

Attachment 2 contains information respecting the candidates who were chosen by the Selection Committee for interviews.

More information about the recruitment process conducted by AltoPartners is contained in confidential report SCS2016-0361.

Amendment of the SDAB Bylaw, Bylaw 25P95, as amended, is desired so that Council may appoint members for a period that does not coincide with January 1<sup>st</sup> of each year, which may be necessary to implement the Selection Committee's recommendations.

**Stakeholder Engagement, Research and Communication**

AltoPartners arranged print and online advertising to ensure the transparency of the recruitment process.

AltoPartners also reached out to organizations and candidates from the following sectors:

- Legal Community – real estate, development and planning experience
- Urban Planners and Development Consultants
- Architects
- Developers and Builders
- Academic
- Industry and Trade Associations
- Quasi-Judicial Boards

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In all, AltoPartners reached out to over 366 potential candidates and sources.

All members of the SDAB were invited to provide input to AltoPartners about the recruitment and its process. At the further direction of the Priorities and Finance Committee at its meeting on 2016 April 5, AltoPartners reached out to each of the SDAB Board Members individually, encouraging them to engage in the consultation process. As a result, 22 of the Board's 24 members have provided their input into the process.

**Strategic Alignment**

The recommendations in this report align with Council's priority relating to a well-run city.

**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 Chair position can be carried out by the Vice Chairs of the Board, the smooth and proper functioning of the SDAB and its administration relies on the experience, capability and subject matter expertise provided by an appropriately qualified Chair.

**REASON(S) FOR RECOMMENDATION(S):**

Council must complete its annual appointment of a Chair for the Subdivision and Development Appeal Board by appointing a Chair for the period of 2016 July 1 to 2016 December 31. The Selection Committee's reasons for ranking and recommendation of interviewed candidates may be provided to Council in camera at the 2016 May 16 meeting of Council.

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**ATTACHMENT(S)**

1. Recommendations of the Selection Committee
2. Applications of candidates short-listed by the Selection Committee
3. **Proposed Bylaw 28M2016**