

SUBDIVISION AND DEVELOPMENT APPEAL BOARD LEADERSHIP SELECTION COMMITTEE TERMS OF REFERENCE

EXECUTIVE SUMMARY

Terms of Reference for the Subdivision and Development Appeal Board Leadership Selection Committee are proposed.

ADMINISTRATION RECOMMENDATION

That the Priorities and Finance Committee recommends:

1. That Council approve the Terms of Reference proposed in Attachment 1 for the Subdivision and Development Appeal Board Leadership Selection Committee; and
2. That this report be forwarded to the 2016 April 11 Combined Meeting of Council as an item of urgent business.

RECOMMENDATION OF THE PRIORITIES AND FINANCE COMMITTEE, DATED 2016 APRIL 05:

1. That Council approve the Terms of Reference proposed in Attachment 1 for the Subdivision and Development Appeal Board Leadership Selection Committee; and
2. Keep Attachments 2 and 3 confidential pursuant to Sections 23(1)(a) and 24(1)(d) of the *Freedom of Information and Protection of Privacy Act*.

Excerpts from the Minutes of the Regular Meeting of the Priorities and Finance Committee Held 2016 April 05:

"That the Priorities and Finance Committee recommends:

2. That this report **and the In Camera documents received for the Corporate Record** be forwarded to the 2016 April 11 Combined Meeting of Council as an item of urgent business.

And further, that the Priorities and Finance Committee:

3. **Request that the existing Subdivision and Development Appeal Board Chair and Board Members be encouraged to engage in the consultation process;**
4. **Request Mayor Nenshi to meet with the First Vice Chair to discuss the process; and**
5. **Direct that the In Camera distributions and discussion remain confidential pursuant to Sections 23(1)(a) and 24(1)(d) of the *Freedom of Information and Protection of Privacy Act*."**

**SUBDIVISION AND DEVELOPMENT APPEAL BOARD LEADERSHIP SELECTION
COMMITTEE TERMS OF REFERENCE**

"That the Priorities and Finance Committee:

2. Direct that Report PFC2016-0300 be added as a confidential attachment to Report PFC2016-0302, and forwarded to the 2016 April 11 Combined Meeting of Council, 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 contained in report C2015-0904, and adopted the following motions:

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."

BACKGROUND

Section 4(4)(g) of the Subdivision and Development Appeal Board Bylaw, Bylaw 25P95, as amended, indicates that Council shall annually appoint by resolution a Chair after considering the recommendations of the Board. Council considered the Board's recommendations for appointment of Chair for 2016 at its 2015 December 14 meeting of Council, which were presented in report C2015-0904.

Having appointed Mr. Rick Grol to continue as Chair of the Subdivision and Development Appeal Board from 2016 January 01 to 2016 June 30, Council subsequently established a Committee of Council to recommend a candidate to carry on the role of Chair beyond that point.

INVESTIGATION: ALTERNATIVES AND ANALYSIS

Council is looking to the Selection Committee for its recommendation of a candidate to appoint to the position of Chair of the SDAB for the period commencing 2016 July 01. When Council makes an appointment, it will be completing the annual appointment process for appointing a Chair of the SDAB for 2016.

**SUBDIVISION AND DEVELOPMENT APPEAL BOARD LEADERSHIP SELECTION
COMMITTEE TERMS OF REFERENCE**

Section 9(1) of the Procedure Bylaw, as amended, specifies that:

Council may establish Committees, pursuant to the Municipal Government Act, as are necessary or advisable for the orderly and efficient handling of the affairs of The City and shall establish the Terms of Reference and termination of a Committee.

In order for the Selection Committee to have appropriate guidance in carrying out its responsibilities, Council must establish Terms of Reference for the Committee.

Stakeholder Engagement, Research and Communication

None

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

Terms of Reference for the Selection Committee are required under the Procedure Bylaw. Delays in establishing the Terms of Reference may impact the functioning of the Committee and undermine confidence in the Selection Committee's work.

**SUBDIVISION AND DEVELOPMENT APPEAL BOARD LEADERSHIP SELECTION
COMMITTEE TERMS OF REFERENCE**

REASON(S) FOR RECOMMENDATION(S):

Subsection 9(1) of the Procedure Bylaw requires that when Council establishes Committees, it "...shall establish the Terms of Reference and termination of a Committee."

ATTACHMENT(S)

1. Proposed Terms of Reference for the Subdivision and Development Appeal Board Leadership Selection Committee
2. **Documents Received at Committee (Confidential)**
3. **Subdivision and Development Appeal Board Letter (Confidential)**