

Law, Legislative Services & Security Report to
Regular Meeting of Council
2024 June 18

ISC: UNRESTRICTED
C2024-0505

Response to Motion Arising - Third-party Recruiter for Boards, Commissions and Committees

PURPOSE

This Report responds to Council direction to use a third-party recruiter, referred to in the Council Policy on *Governance and Appointments of Boards, Commissions and Committees*, CP2016-03 (“the Policy”) as a search consultant, to support recruitment of Public Members for select Boards, Commissions and Committees (“BCCs”).

PREVIOUS COUNCIL DIRECTION

On 2023 October 24, with respect to Report N2023-0817, the following Motion Arising was adopted by Council:

“In accordance with Section 5.11.13 of the *Governance and Appointments of Boards, Commissions and Committees* Policy, the following Boards, Commissions and Committees will be supported by Administration and a third-party recruiter: Audit, Assessment Review Board, Calgary Police Commission, Calgary Planning Commission, and Subdivision and Development Appeal Board.”

RECOMMENDATION:

That Council:

1. Direct Administration to include costs set out in the Confidential Attachment 1 for the services of a search consultant to support recruitment of Public Members for select Boards, Commissions and Committees in its submission to Mid-Cycle Adjustments to Service Plans and Budgets; and,
2. Direct that Confidential Attachment 1 be held confidential pursuant to Section 25 (Disclosure harmful to economic and other interests of a public body) of the *Freedom of Information and Protection of Privacy Act*, to be reviewed by 2029 June 18.

CITY MANAGER/GENERAL MANAGER COMMENTS

The City Solicitor and General Counsel concurs with this Report.

HIGHLIGHTS

- In response to Council’s direction to work with a search consultant to recruit Public Members for select BCCs, this Report presents cost estimates required to implement this Council direction.
- The estimated cost of supporting recruitment for the Audit Committee, the Assessment Review Board, the Calgary Police Commission, the Calgary Planning Commission, and the Subdivision and Development Appeal Board is set out in Confidential Attachment 1.
- A search consultant would assist with Public Member application intake, screening and short-listing, and enhance the applicant pools for those BCCs selected by Council by targeting the recruitment of candidates with specialized expertise and experience.

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DISCUSSION

The City Clerk's Office is responsible for conducting an annual recruitment and advertising campaign to seek applicants interested in serving on BCCs as Public Members, except for those BCCs that are exempt from the recruitment process pursuant to section 5.12 of the Policy.

Section 5.11.13 of the Policy states as follows:

Council may by resolution approve the services of a search consultant with any advertised recruitment process to enhance the applicant pool and assist with the application intake, screening and short-listing process. In its approval, Council will approve funding to cover the costs of the search consultant's services.

The City Clerk's Office has worked with Human Resources to estimate the costs of engaging the services of a search consultant as directed by Council. There is currently no allocated operating budget within the City Clerk's Office to support the estimated expense of an external search consultant, as set out in Confidential Attachment 1.

If funding for a search consultant is approved, it will take from six to eight months to engage the services of an external search consultant and the earliest implementation for an annual recruitment campaign would be 2025.

EXTERNAL ENGAGEMENT AND COMMUNICATION

- | | |
|--|---|
| <input type="checkbox"/> Public engagement was undertaken | <input checked="" type="checkbox"/> Dialogue with interested parties was undertaken |
| <input type="checkbox"/> Public/interested parties were informed | <input checked="" type="checkbox"/> Public communication or engagement was not required |

Consultation with the Human Resources Talent Acquisition team informed the cost estimates and understanding of the implications for using a search consultant.

IMPLICATIONS

Social

Not Applicable

Environmental

Not Applicable

Economic

Not Applicable

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Service and Financial Implications

Existing operating funding - base

The estimated costs of engaging a search consultant as directed by Council are set out in Confidential Attachment 1.

RISK

As per section 5.11.13 of the Policy, the engagement of the services of a search consultant is dependent on Council approving funding to meet the costs of a search consultant's services.

ATTACHMENTS

1. CONFIDENTIAL - Cost Estimates
2. Background and Previous Council Direction
3. Presentation

Department Circulation

General Manager/Director	Department	Approve/Consult/Inform
Jill Floen, City Solicitor/General Counsel	Law, Legislative Services & Security	Approve
Katarzyna Martin, Director/City Clerk	Law, Legislative Services & Security	Approve

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