

UPDATE - SDAB CHAIR SELECTION PROCESS

EXECUTIVE SUMMARY

City Clerk's Office requests an extension of the date to report back to Council on the report presenting a recommendation to continue the appointment of a Chair of the Subdivision and Development Appeal Board (SDAB) for the period of 2016 July 01 to 2016 December 31.

CITY CLERK'S OFFICE RECOMMENDATION(S)

That Priorities and Finance Committee recommend that Council:

1. Extends 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.

PREVIOUS COUNCIL DIRECTION / POLICY

At the Regular Meeting of Council held 2015 December 14, Council adopted the following resolutions:

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.
4. Direct that this report, Attachment 3 and the in camera discussion remain confidential pursuant to Sections 17(1) and 17(4)(d) of the *Freedom of Information and Protection of Privacy Act*.

BACKGROUND

In discussion with Human Resources, it was determined that, allowing for the time it has taken to procure the services of an executive search firm, the executive search process and review of candidates by the Selection Committee would be significantly rushed if the recommendation had to be brought by 2016 March 31. The last possible Council meeting in March at which the recommendation could be presented is 2016 March 14.

INVESTIGATION: ALTERNATIVES AND ANALYSIS

By extending the submission of the recommendation for Council's consideration from 2016 March 14 to mid-Q2, there will still be considerable time for succession planning and transition of knowledge from the current Chair to any possible candidate occupying the position from 2016 July 1 onwards. In addition, the extra time will afford the executive search firm a more reasonable time-frame to conduct a search and allow members of the Selection Committee to review and interview candidates without being as pressed for time as they would be otherwise.

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If the successful candidate is external to the existing Board complement, amendments to the SDAB Bylaw would be required to facilitate their appointment to the Board mid-year. The successful candidate's appointment as Chair would be effective 2016 July 1.

Stakeholder Engagement, Research and Communication

A representative of Human Resources was asked for their opinion about the timelines for executive search, based on their experience with The City's past use of such services. Members of the Selection Committee were advised of City Clerk's Office intention to seek an extension on 2016 February 5.

Strategic Alignment

The extension request will not impact strategic alignment.

Social, Environmental, Economic (External)

There are no social, environmental or economic impacts associated with this deferral request.

Financial Capacity

Current and Future Operating Budget:

Current and future operating budgets are not impacted by the deferral request.

Current and Future Capital Budget:

Current and future capital budgets are not impacted by the deferral request.

Risk Assessment

Pressing forward with bringing a recommendation to Council before 2016 March 31 may risk compressing the timelines for this work so much that the integrity of the process and the quality of outcomes may be compromised. There is little risk to making a minor extension to the deadline established by Council.

REASON(S) FOR RECOMMENDATION(S):

A extension of reporting on the Selection Committee's recommendation for Chair of the SDAB is requested as more time is needed to ensure that an executive search process and Selection Committee review can take place without unreasonable risks to the quality of process and possible outcomes.

ATTACHMENT(S)