

LRT Governance Board Vacancy Recruitment Options

Recommendation:

1. That the LRT Governance Board continue with five members.
2. That Administration prepare a report for the LRT Governance Board in the second quarter of 2014 with recommendations on filling the vacancy.

Report Summary

This report provides options for the LRT Governance Board to deal with a current vacancy on the board.

Previous Council/Committee Action

At the May 21, 2013, LRT Governance Board Committee meeting, the following motion was passed:

That Administration bring a report to the September 17, 2013, LRT Governance Board meeting with options for filling the vacancy resulting from the resignation of the Vice-Chair.

Report

Under LRT Governance Board Bylaw 15659, the Board recommends the appointment of members to Council.

When Council provides a board with the responsibility of recommending membership appointments, Council does not set out the process a board is to follow. A board therefore is able to develop the process best suited to obtaining members for their board.

In practice, boards with this responsibility have normally followed the same process that was used for the initial appointments. If the LRT Governance Board followed the same practice, the process would be to follow Council's procedures when using an external search consultant. However, the LRT Governance Board is ultimately free to develop or use any process they wish.

The following options are put forward for the LRT Governance Board's consideration, and are based on the process used for the initial appointments:

Option 1

- Leave the position vacant at this time. If the Board feels that their work can move forward without filling the position right away, Section 15(3) of Bylaw 15659 permits the Board to vote to continue with fewer members, as long as the membership is no less than four.
- This option would provide the Board with additional time to consider the qualifications needed for the position.

Option 2

- Fill the vacancy from the list of candidates on file. If the Board feels that the qualifications needed to fill the vacancy are the same as when the original recruitment occurred, the Board could contact the search consultant and ask to review prior candidates.
- The cost to fill a vacancy from the list of candidates on file is approximately \$10,500. The original consultant contract allows for this opportunity

for up to one year after the initial appointments; the contract year ends on October 31, 2013. If the qualifications needed differ in any way, there may not be an appropriate candidate on file and prior candidates may no longer be available.

Option 3

- Fill the vacancy through a new recruitment campaign, using a search consultant. The Board would determine the qualifications needed in filling the vacancy and hire a search consultant best able to find individuals to fit the criteria.
- The cost for a typical search would be at least \$40,000, depending on the consultant selected and whether a local or national search is required. This is the process that was used for the initial appointments and would require three to six months depending on whether the search consultant is selected using a “request for proposal” process.

Corporate Outcomes

Council Strategic Plan: Conditions of Success - Sound Management Practices and Processes.

Justification of Recommendation

1. Section 15(3) of Bylaw 15659, LRT Governance Board Bylaw.
2. Bringing this matter to the Board in 2014 will allow the Board time to determine its requirements.

Others Reviewing this Report

- B. Belcourt, Acting General Manager, Transportation Services