

Adjustment to Recruitment Timing

Recommendation:

That Executive Committee recommend to City Council:

That the typical term of service for members of civic agencies be changed from January through December, to a term of May 1 through April 30, and that Administration prepare any necessary bylaw amendments to extend terms for civic agencies to accommodate a May 1 through April 30 term.

Report Summary

This report recommends a change to the timing of the regular recruitment process, and of the typical term of service for members of civic agencies, in order to:

- a) **move the time required by Councillors for the selection process away from the annual budget cycle**
- b) **facilitate additional training support to civic agencies.**

Report

- During the regular recruitment process, the Office of the City Clerk recruits citizens for 16 civic agencies as shown in the list in Attachment 1. This number does not include recruitment involving search consultants and externally-nominated positions.
- Recruitment for 14 civic agencies occurs between September and November each year. Recruitment for the remaining two civic agencies is conducted between January and

March, to meet the needs of those entities.

- The Office of the City Clerk has identified two challenges to the regular recruitment process. The first is that fall recruitment efforts overlap the annual budget process and the civic election period. The second is that recruiting in both the fall and spring does not allow for adequate time to provide training to civic agencies.
- Consolidation of the recruitment campaigns would enhance efficiency.

Survey of Civic Agencies

- The 14 civic agencies normally included in the fall recruitment process were surveyed to identify any concerns with moving the timing of the recruitment process.
- Twelve of the civic agencies would be amenable to the change in timing. A summary of their comments are included in Attachment 1.
- Two civic agencies had concerns:
 - The Assessment Review Board is concerned with the May 1 term as the start of the hearing season is March and the training for new members is conducted by the Municipal Government Board, typically in mid-April. Training is mandatory for board members. Administration is working with the Municipal Government Board to accommodate later training.
 - The Snow Valley Ski Club is concerned that all other members are appointed in October. Their board typically meets between October and September, minus the summer months, therefore anyone appointed May 1 would miss 8 out of 10 meetings.

Addressing Concerns/Questions

- In the case of mid-term vacancies, the current practice is to bring forward existing applications – this practice would not change.
- In the event that a civic agency experiences a mid-term vacancy after the recruitment campaign had already been held, the current practice is to make a decision about holding an additional recruitment campaign on a case-by-case basis – this practice would not change.
- The concern expressed by the Assessment Review Board can be mitigated by ensuring the recruitment campaign starts in early January and imposing an earlier deadline date for receiving applications, as well as setting separate meeting dates for Executive Committee for short listing and interview activities for this Board. Another option would be to work with the Municipal Government Board to see if training sessions could be held in late April or early May. The Municipal Government Board has indicated that it will consider extending the training period.
- The Snow Valley Ski Club recruits members for appointment at their annual general meeting in the fall. Meetings coincide with Ski Club operations from September to May. Appointing a member for a May through April term may not be effective. Administration will hold meetings with Snow Valley to explore alternatives to address Snow Valley's concerns.

Recommended Next Steps

- If Council approves a change in terms as recommended by

Administration, the following steps will be taken:

- Amendments to civic agency bylaws will be drafted and brought back to Council to extend the terms of sitting members to accommodate the new term.
- Discussions with the Snow Valley and Assessment Review Board will take place to address their concerns, and if necessary Administration will report back.
- If Council does not support a change in terms, a recruitment campaign will be held in the fall of 2013 with appointments to be made in January of 2014. Reappointments will be brought to Committee in August or September of 2013.

Policy

- Policy C475A, Civic Agencies Appointments
- Policy C476C, Civic Agencies Reporting
- Policy C478, Process for appointments and re-appointments of Members to City of Edmonton Quasi-Judicial Boards

Corporate Outcomes

- The Way Ahead, Conditions of Success: Organizational Capacity; Sound Management Practices and Process

Legal Implications

- Civic agency bylaw amendments will be required to extend existing terms to accommodate the new term of appointment.

Justification of Recommendation

A change to the typical term of service would accommodate the change in recruitment timing. Current bylaws require amendments to provide Council with the flexibility it needs in setting terms.

Attachments

1. Civic Agencies Included in General Recruitment Campaigns

Others Reviewing this Report

- L. Cochrane, General Manager, Community Services
- R. G. Klassen, General Manager, Sustainable Development
- R. Boutilier, General Manager, Transportation Services

Civic Agencies Included in General Recruitment Campaigns

Fall Recruitment Campaign

Civic Agency	Response to Moving Recruitment to Spring
Advisory Board on Services for Persons with Disabilities	Would support a single recruitment process in the spring, providing there is a process for mid-term appointments
Assessment Review Board	Concerned that timing of appointments would not coincide with training dates; recertification may also be a concern if outgoing members are trained and then only sit for a couple of months; perhaps look at the ability to serve longer than six years
Capital Region Housing Corporation	Subject to Council extending current terms to match the new term dates, the change in timing would be fine
Community Services Advisory Board	Supports the move to a once-per-year recruitment effort in the spring
Edmonton Aboriginal Urban Affairs Committee	Great idea and look forward to seeing this change in place
Edmonton Combative Sports Commission	No concerns
Edmonton Design Committee	Supports the change to the May 1 st to April 30 th terms; and for Council to extend current terms
Edmonton Historical Board	We're quite confident that the new approach can work, providing a process is in place for any mid-term vacancies; no issues with extending current terms
Edmonton Public Library Board	The Board did not identify any issues or concerns with this proposed change
Edmonton Transit System Advisory Board	No objections to the changed recruitment and board membership cycle times; expiration date for existing members should be extended
Greater Edmonton Foundation	No difficulty with a spring recruitment campaign followed by appointments of May 1 st to April 30 th
Naming Committee	Committee doesn't see any problems with making the suggested changes
Snow Valley Ski Club Board of Directors	Not in favour as City appointee would be coming in at the end of our term -- Board meets October to September, minus the summer months
Subdivision and Development Appeal Board	Does not feel that this change would have much impact on the SDAB

Spring Recruitment Campaign

Civic Agency	Comments
Edmonton Space and Science Foundation	Timing of the recruitment campaign and term dates already coincide with the recommended change
River Valley Alliance Advisory Committee	Timing of the recruitment campaign and term dates already coincide with the recommended change