

# Staff Report



Corporate Services Department

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**REPORT TO:** Committee of the Whole

**DATE OF MEETING:** September 25, 2023

**SUBMITTED BY:** Amanda Fusco, Director of Legislated Services, 519-741-2200 ext. 7809

**PREPARED BY:** Amanda Fusco, Director of Legislated Services, 519-741-2200 ext. 7809

**WARD(S) INVOLVED:** All

**DATE OF REPORT:** August 17, 2023

**REPORT NO.:** COR-2023-377

**SUBJECT:** Nominating Committee – Reappointments for 2022-2024 Term & Equity, Diversity and Inclusion Enhancements to the Process

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## RECOMMENDATION:

That representatives' or their designates from the Waterloo Region Community Foundation, Kitchener-Waterloo Multicultural Centre, the United Way Waterloo Region Communities, Capacity Canada, and the Greater Kitchener Waterloo Chamber of Commerce as outlined in Corporate Service Department report COR-2023-377, be re-appointed to the Nominating Committee for a two-year term from November 2022 to November 14, 2024; and,

That Clause 2 [eligibility requirement to either reside, work or own property in the City of Kitchener] of Policy 1-63 (Appointment to Boards and Committees) be suspended only for appointment to the Nominating Committee; and,

That, in lieu of the Interim Nominating Committee, the Nominating Committee composition be amended to include two Equity Anti-Racism staff members when considering applications to the Equity & Anti-Racism Advisory Committee, in accordance with report COR-2023-377; and further,

That the Nominating Committee Terms of Reference, GOV-BOA-010, be amended to reflect the equity, diversity and inclusion enhancements outlined in report COR-2023-377.

## REPORT HIGHLIGHTS:

- The purpose of this report is to re-appoint members to the Nominating Committee.
- The financial implications are none.
- Community engagement includes posting this report online, and consulting with current nominating committee, interim nominating committee and city staff.
- This report supports the delivery of core services.

## BACKGROUND:

\*\*\* This information is available in accessible formats upon request. \*\*\*  
Please call 519-741-2345 or TTY 1-866-969-9994 for assistance.

The Nominating Committee (the Committee) has been in place since 2012, with amendments in 2014 and 2021 to reflect changes to the membership and composition noted below. The Committee's mandate is to assess applicants for the City's various Advisory Committees of Council and to present Council with a list of suggested candidates for each committee.

When assessing applicants, the Committee considers the Terms of Reference for each Advisory Committee as well as the following criteria to determine the best fit for applicants:

- 1) The applicant's 1st choice of committee, whenever possible;
- 2) The applicant's expertise and interest as outlined in the application;
- 3) A mix of returning members and new members to support succession planning and continuity within the Committee; and,
- 4) That, where possible based on citizen interest and application, committee composition reflects the diverse demographics of the City of Kitchener (e.g. diversity in terms of age, residency, race, gender identity, sexuality etc.).

The following organizations were appointed to the Committee in 2021 for a term ending November 14, 2022:

- Kitchener Waterloo Community Foundation (KWCF) **now Waterloo Region Community Foundation** - President/Chief Executive Officer or Director of Philanthropy (**2021 amendment**);
- Kitchener-Waterloo Multicultural Centre (KWMC) - Chief Executive Officer;
- United Way Waterloo Region Communities (UWayWRC) - Chief Executive Officer or Vice-President of Strategy and Business Development (**2021 amendment**);
- Capacity Canada (CC) - Chief Executive Officer; and,
- Greater Kitchener Waterloo Chamber of Commerce (GKWCC) - President/Chief Executive Officer.

The members of these organizations have brought their governance and recruiting experience along with their broad community perspective to the selection process for the Advisory Committee recruitments. They have consistently reviewed applications from individuals in a careful and thoughtful way ensuring their selections are in keeping with the Terms of References for the various Advisory Committees as well as the aforementioned criteria.

## **REPORT:**

### Nominating Committee Process

In 2021, through report [COR-2021-21](#) staff were directed to support a review of the current Nominating Committee responsible for all Council Advisory Committee appointments through an equity and anti-racism lens to ensure diverse representation for future Nominating Committee appointments.

Staff continue to monitor practices undertaken by other municipalities to recruit, select and appoint individuals to advisory committees. The current Committee process is under review with further options being considered to expand the organizations appointed and/or to establish a roster of organizations that could be used to diversify the Committee and its appointment process. However, at this point given the success of the current approach, staff recommends re-appointment of the Committee. Any changes to the Nominating Committee process would be presented in early 2024 in preparation for the 2024-2026 Committee recruitment process.

Policy GOV-BOA-63 (Appointment to Boards and Committees) has not been revised with respect to Clause 2 [eligibility requirement to either reside, work or own property in the City of Kitchener] so there is still the need to suspend this Clause to enable the Committee members to serve when the offices of their organizations are not located in Kitchener and/or when the representative does not reside or own property in Kitchener.

#### Interim Nominating Committee

In 2021, an Interim Nominating Committee for appointments to the Equity & Anti-Racism Committee was established. The Interim Nominating Committee consisted primarily of members from the former Mayor's Task Force on Equity, Diversity and Inclusion. Staff experienced some difficulties in finding members for the Interim Nominating Committee given its scope and time requirements.

The Committee and Interim Nominating Committee were both used at the beginning of the new Council term (November 2022) to recruit and select the slate of applicants required. Enhanced messaging and social media support was undertaken to promote the opportunity for all individuals to apply to serve on advisory committees, quasi-judicial tribunals and local boards, with emphasis that the City was looking for a diverse range of volunteers to lend their unique voices and perspectives to help guide the City's decision-making. In addition to social media and website presence, the recruitment information was circulated to community organizations and stakeholders and disseminated through staff liaisons and members of Council.

The Nominating Committee considered 117 applications for advisory committee and quasi-judicial appointment (not including the Equity & Anti-Racism Advisory Committee, and local boards) and recommended 89 members for appointment. The Nominating Committee used the application data fields to assess;

- skills and interest in serving on the committee,
- a mix of previously served/serving and new members,
- a range of ages were reflected,
- a range of incomes were reflected,
- a range of genders were reflected, and
- applicants identifying as a person with a disability or from a racialized or other marginalized group(s).

The Interim Nominating Committee considered 28 applications for the Equity & Anti-Racism Advisory Committee and recommended 12 members for appointment. The selection process differed slightly in that the Interim Nominating Committee used an Applicant Review Table with items to consider while reviewing the applicants' responses:

- Do they have an active interest in equity and anti-racism at the local level?
- Do they have the expertise, knowledge, and experience needed to address social issues at the municipal level?
- Will they attend committee meetings and be actively engaged?
- Would serving on the committee enhance their skills, knowledge, or networks?
- Would the committee benefit from their participation?
- Are they representative of the community the committee aims to amplify (i.e., historically, and intentionally excluded groups)?

The Interim Nominating Committee reported on the voluntary demographic data received for both the 28 applicants and the selected 12 to be appointed.

#### Equity, Diversity and Inclusion Enhancements to the Nominating Committee Process

In keeping with the 2021 direction from Council, and in consultation with Equity, Anti-Racism & Indigenous Initiatives (EARII) staff, members of the Nominating Committee were surveyed regarding their general experiences on the committee and an equity tool was developed in tandem with the use of equity, diversity and inclusion practices to ensure representation of racialized, marginalized and underrepresented groups in the selection process was considered in conjunction to their qualifications.

Results supported the need to assess which organizations participate in the Nominating Committee to ensure diversification of voices, smaller grassroots organization involvement, and cultural and Indigenous representation as well. Members expressed support for including an equity toolkit into their process, similar to the Applicant Review Table used by the Interim Nominating Committee. It is recommended that the voluntary demographic data for all applicants and those recommended for selection be communicated to Striking Committee to further support that recommended appointments are reflective of the community as a whole (diverse in terms of age, residency, race, gender identity, sexuality etc.).

Further, Equity staff are; enhancing the equity toolkit for use by the Nominating Committee, recommending the Nominating Committee participate in unconscious bias training and diversification of organizations serving on the Nominating Committee continue to occur.

In light of the proposed enhancements above and due to the challenges with filling the open call for the Interim Nominating Committee, EARII staff are also recommending that the Nominating Committee be used for mid-term appointments to the Equity and Anti-Racism Advisory Committee, with the addition of two Equity & Anti-Racism staff members joining the Nominating Committee for those specific selections, in lieu of the Interim Nominating Committee.

If supported by Council, it is recommended that the Nominating Committee Terms of Reference, GOV-BOA-010 be amended to reflect the enhancements noted above to ensure the importance of diversification and actions be undertaken are transparent.

#### **STRATEGIC PLAN ALIGNMENT:**

This report supports the delivery of core services.

#### **FINANCIAL IMPLICATIONS:**

Capital Budget – The recommendation has no impact on the Capital Budget.

Operating Budget – The recommendation has no impact on the Operating Budget.

#### **COMMUNITY ENGAGEMENT:**

INFORM – This report has been posted to the City's website with the agenda in advance of the council / committee meeting.

CONSULT – This report has been authored in consultation with Equity Anti-Racism and Indigenous Initiatives staff.

COLLABORATE – The Nominating Committee is comprised of individuals who provide direct advice and recommendations regarding the composition of the City's advisory committees and boards. The Interim Nominating Committee is comprised of individuals that participated in the Mayor's Task Force on Equity, Diversity and Inclusion.

**PREVIOUS REPORTS/AUTHORITIES:**

- COR-2021-19 - Nominating Committee — Reappointments for 2020-2022 Term
- COR-2021-21 - Equity & Anti-Racism Advisory Committee to Council
- COR-2022-475 - Nominating Committee – 2022 Appointments to Advisory and Quasi-judicial Committees
- COR-2022-477 - Equity & Anti-Racism Advisory Committee Membership Appointments

**APPROVED BY:** General Manager, Corporate Services

**ATTACHMENTS:**

None.