

# Staff Report



Corporate Services Department

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**REPORT TO:** Finance and Corporate Services Committee

**DATE OF MEETING:** September 16, 2024

**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:** July 23, 2024

**REPORT NO.:** COR-2024-394

**SUBJECT:** Nominating Committee – Reappointments for 2024-2026

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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-2024-394, be re-appointed to the Nominating Committee for a two-year term from November 2024 to November 14, 2026; and,

That the Appointment to Boards and Committees Policy, GOV-BOA-063 and Nominating Committee Terms of Reference Policy, GOV-BOA-010 attached as Appendix "A" to corporate services report COR-2024-394 be amended.

## 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, and city staff.
- This report supports the delivery of core services.

## BACKGROUND:

The Nominating Committee (the Committee) has been in place since 2008, with latest amendments in 2023 to reflect enhancements to the committee regarding equity tools to increase transparency in decision making, unconscious bias training, and improvements to the applicant review process and selection arising from a diversity lens application.

The Committee's mandate is to assess applicants for the City's various Advisory Committees of Council and Quasi-Judicial Tribunals and to present Council with a list of suggested candidates for each committee/tribunal.

When assessing applicants, the Committee considers the Terms of Reference for each Advisory Committee and Tribunal 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 2022 for a term ending November 14, 2024:

- Waterloo Region Community Foundation - President/Chief Executive Officer or Director of Philanthropy;
- 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;
- 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:**

Over the past few cycles, 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].

Based on precedence and the significance that each of the community organizations identified as Nominating Committee members have in the community, it is staff's recommendation that the Appointments to Boards and Committee policy be amended to reflect that notwithstanding the eligibility requirements, Nominating Committee members shall be eligible for appointment if their offices are not located in Kitchener and/or where the representatives might not reside or own property in Kitchener, provided the organization's mandate still relates to the provisions of services and program for the broad Kitchener community. Should the organization cease to function in its current capacity or limit its scope, the composition and eligibility requirements would be amended. This provides the much needed flexibility to ensure continued functioning of the Nominating Committee while limiting the need for exemptions to established corporate policy.

The Nominating Committee Terms of Reference Policy (GOV-BOA-010) were amended in September 2024 to address equity enhancements to the process including an equity toolkit, unconscious bias training, and equity staff supplementing the Nominating Committee when considering applications to the Equity and Anti-Racism Advisory Committee specifically. As

refinements have been made to processes, it recommended that the number of equity staff supplementing the review of Equity & Anti-Racism Advisory Committee applications be streamlined to include one staff member as opposed to two staff. As such the Terms of Reference, attached as Appendix B to this report are being recommended for amendment to reflect the change and minor housekeeping and formatting changes.

### **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 and Nominating Committee processes have been developed 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. Each Nominating Committee member was consulted as to interest, availability and capacity to serve in this continued function.

### **PREVIOUS REPORTS/AUTHORITIES:**

- COR-2023-377 - Nominating Committee — Reappointments for 2022-2024 Term

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

### **ATTACHMENTS:**

Appendix A: Appointment to Boards and Committees Policy, GOV-BOA-063 and Nominating Committee Terms of Reference Policy, GOV-BOA-010