	<h1>POLICY</h1>	<u>Policy No:</u> GOV-BOA-063
<u>Policy Title:</u> APPOINTMENT TO BOARDS & COMMITTEES <u>Policy Type:</u> COUNCIL <u>Category:</u> Governance <u>Sub-Category:</u> Board & Committee <u>Author:</u> City Clerk, Director of Legislated Services <u>Dept/Div:</u> Finance & Corporate Services Department, Legislated Services	<u>Approval Date:</u> September 8, 2008 <u>Reviewed Date:</u> July 2016 <u>Next Review Date:</u> July 2021 <u>Last Amended:</u> October 1, 2012 <u>Replaces:</u> I-063, Appointment to Boards & Committees <u>Repealed:</u> <u>Replaced by:</u>	
<u>Related Policies, Procedures and/or Guidelines:</u> To be included at next review.		

1. POLICY PURPOSE:

To be included at next review.

2. DEFINITIONS:

To be included at next review.

3. SCOPE:

POLICY APPLIES TO THE FOLLOWING:	
<input type="checkbox"/> All Employees	
<input type="checkbox"/> All Full-Time Employees	<input type="checkbox"/> All Union
<input type="checkbox"/> Management	<input type="checkbox"/> C.U.P.E. 68 Civic
<input type="checkbox"/> Non Union	<input type="checkbox"/> C.U.P.E. 68 Mechanics
<input type="checkbox"/> Temporary	<input type="checkbox"/> C.U.P.E. 791
<input type="checkbox"/> Student	<input type="checkbox"/> I.B.E.W. 636
<input type="checkbox"/> Part-Time Employees	<input type="checkbox"/> K.P.F.F.A.
<input checked="" type="checkbox"/> Specified Positions only: City Clerk	<input type="checkbox"/> Other:
<input checked="" type="checkbox"/> Council	<input checked="" type="checkbox"/> Local Boards & Advisory Committees

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To be included at next review.

4. **POLICY CONTENT:**

1. Appointments

1.1 Council may appoint members of the public to boards and committees whether the board or committee was established by Council or another agency with a request that Council make an appointment.

1.2 A special meeting of Council shall be held annually or when required to consider applications for appointments to boards and committees.

2. Eligibility Requirement

2.1. Except for boards and committees whose eligibility requirements are legislatively controlled or set by Policy, lay members appointed to boards and committees must either reside, work or own property in the City of Kitchener to be eligible for appointment. Staff shall, to the best of their ability, make this determination and where one of the above cannot be substantiated, advise Council through the appointment meeting notice or addendum.

2.2 If during the term of the appointment a member of a board or committee no longer meets the eligibility requirement referenced herein, they are required to advise the City Clerk in writing of the change prior to the date Council next meets to make annual appointments, on which date that member's term will expire, if the member has not resigned in the intervening period.

2.22.3 Notwithstanding sections 2.1 and 2.2 members of the Nominating Committee 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 organizations mandate still relates to the provisions of services and program for the Kitchener community.

3. Length of Service

3.1 An individual may only be appointed to the same committee for a maximum number of 8 consecutive years.

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- 3.2 Any appointment to fill an unexpired term shall not be considered as part of the calculation with respect to the maximum term.
- 3.3 Any individual will be eligible for re-appointment to the same board or committee only if a minimum period of 1 year has elapsed between the completion of an 8-year maximum term and the commencement of the new term.
- 3.4 Applicants are to be appointed to only one committee at any one time.

4. Boards

- 4.1 Where a Board has established a Nominating Committee they will forward their nominations for Board vacancies to Council by the required date set by staff.

Council will consider the nominations and decide whether to accept or refer the nominations back to the Board's Nominating Committee.

- 4.2 Where a Board has not established a Nominating Committee, staff will advertise for applications, setting deadlines for submission and present the applications for Council's consideration.

5. Advisory Committees

- 5.1 A Nominating Committee will be appointed by Council comprised of five community members and one City staff person. The Committee will be chaired by one of the citizen appointees. Staff does not have voting privileges but are there in a facilitative and resource role.

Note: For the purposes of implementing this policy, Council will appoint a Nominating Committee to come into effect September 2008 to serve for the remainder of the current term of Council.

- 5.2 Citizen members of the Nominating Committee will not currently sit on any of the City's Advisory Committees and will not have sat for at least one year.
- 5.3 The Nominating Committee shall convene, at the call of the Chair, to fill Advisory Committee vacancies as they occur.
- 5.4 That following an accessible and inclusive recruitment and application process, the Nominating Committee will assess

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applicants to Advisory Committees on the basis of expertise / interest and in light of each committee's Terms of Reference and present Council with a list of qualified candidates for each committee.

- 5.5 Council will consider the eligible candidates and decide upon a slate of nominees for appointment to each committee for a term of 2 years with eligibility for re-appointment for a maximum of two additional terms.


5. HISTORY OF POLICY CHANGES

Administrative Updates

2016-06-01 - I-063 policy template re-formatted to new numbering system and given number GOV-BOA-063

Formal Amendments

2012-10-01 - As per Council/CLT directive.

	<h1>POLICY</h1>	Policy No: GOV-BOA-010
<p><u>Policy Title:</u> NOMINATING COMMITTEE - TERMS OF REFERENCE</p> <p><u>Policy Type:</u> COUNCIL</p> <p><u>Category:</u> Governance</p> <p><u>Sub-Category:</u> Board & Committee</p> <p><u>Author:</u> Council/Committee Services</p> <p><u>Dept/Div:</u> Corporate Services/Legislated Services</p>	<u>Approval Date:</u> June 25, 2012	
	<u>Reviewed Date:</u> October 2021 September 2023	
	<u>Next Review Date:</u> July 2026 September 2026+	
	<u>Reviewed Date:</u> October 2021 October 2021	
	<u>Last Amended:</u> September 2023	
<u>Replaces:</u> I-010 - Nominating Committee - Terms of Reference		
<u>Repealed:</u> <u>Replaced by:</u>		
<u>Related Policies, Procedures and/or Guidelines:</u> Municipal Act, 2001, as amended		

1. POLICY PURPOSE:

The purpose of the Nominating Committee ~~is to will~~ assess applicants to Advisory Committees of Council and Quasi-Judicial Tribunals on the basis of diverse representation of the community, expertise/interest in an issue or topic area, and in regard to each advisory committee’s Terms of Reference and present Council with a list of qualified candidates for each committee.

2. DEFINITIONS:

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Policy Title: NOMINATING COMMITTEE - TERMS OF REFERENCE

To be added at next review.

“Advisory Committee” a committee created by Council, to report to Staff or a designated Committee on a specific subject. These Committees do not deliver municipal services, direct staff, or make decisions binding on the City.

“Chair” the role to facilitate and chair meetings.

“Composition” the number of members approved for the composition of the Advisory Committee or Quasi-judicial Tribunal, including the balance between Members of Council and residents and other members, and identification of any organization outside the City that is invited to nominate a member. The composition of each body will vary according to specific business and citizen engagement objectives and is contained in the terms of reference for the advisory body.

“Citizen Member” Kitchener residents who are not Council Members, City or agency staff, or staff of City corporations or their subsidiaries. It does not indicate Canadian citizenship and may include permanent residents, refugees, refugee claimants, and residents without homes.

“Nominating Committee” the committee established by City Council that is authorized to consider and recommend to Council the appointment of citizens to various City Advisory Committees, Quasi-Judicial Tribunals and other bodies.

“MFIPPA” the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) imposes mandatory confidentiality obligations on the City of Kitchener, Members of Council, and members of advisory committees and quasi-judicial tribunals of the City to refrain from disclosing personal information and to protect the privacy of confidential information obtained in performance of their duties.

“Quasi-judicial Tribunal” the legislative structures to conduct hearings to decide on individual cases.

“Quorum” the number of members comprising a majority of a committee that must be present at any of its meetings to make the proceedings of that meeting valid.

3. SCOPE:

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Policy Title: NOMINATING COMMITTEE - TERMS OF REFERENCE

POLICY APPLIES TO THE FOLLOWING:	
<input type="checkbox"/> All Employees	
<input type="checkbox"/> All Full-Time Employees	<input type="checkbox"/> All Union
<input type="checkbox"/> Management	<input type="checkbox"/> C.U.P.E. 68 Civic
<input type="checkbox"/> Non Union	<input type="checkbox"/> C.U.P.E. 68 Mechanics
<input type="checkbox"/> Temporary	<input type="checkbox"/> C.U.P.E. 791
<input type="checkbox"/> Student	<input type="checkbox"/> I.B.E.W. 636
<input type="checkbox"/> Part-Time Employees	<input type="checkbox"/> K.P.F.F.A.
<input type="checkbox"/> Specified Positions only:	<input checked="" type="checkbox"/> Other: <u>Nominating Committee</u>
<input type="checkbox"/> Council	<input checked="" type="checkbox"/> Local Boards & Advisory Committees

~~To be added at next review.~~

4. POLICY CONTENT:

Committee Composition and Reporting

(a) The Nominating Committee will be appointed by Council and comprised of five community members, being representatives from:

- ~~Kit-Wat-Waterloo Region~~ Community Foundation (WRCF) (President /Chief Executive Officer or Director of Philanthropy or designate)
- Kitchener Waterloo Multicultural Centre (Chief Executive Officer or designate),
- United Way Waterloo Region Community (UWayWRC) (Chief Executive Officer or Vice-President of Strategy and Business Development, or designate),
- Capacity Waterloo Region (Chief Executive Officer or designate),
- Greater Kitchener Waterloo Chamber of Commerce (President/Chief Executive Officer, or designate); and,
- ~~at least 22 City Staff.~~

~~The committee will be chaired by one of the citizen appointees. Staff does not have voting privileges but are there in a facilitative and resource role.~~

Staff will include:

- (i) Director, Legislated Services, or designate,
- (ii) ~~Executive Assistant/Committee Administrator, Finance and Corporate Services~~ Legislative Clerk, or designate.

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- (b) Composition of the Nominating Committee shall be supplemented by ~~two~~one Equity Anti-Racism staff members when considering applications to the Equity & Anti-Racism Advisory Committee.
- (c) ~~Normally Typically~~Typically, appointments will be made to the Nominating Committee six months to one year prior to Council's usual November appointments meeting.
- (d) Citizen members of the Nominating Committee will not currently sit on any of the City's Advisory Committees and will not have sat on an Advisory Committee for at least one year prior to being eligible for the Nominating Committee.
- (d) All members will serve for a period of 2 years.
- (e) The Committee will be Chaired by one of the citizen appointees.
- (f) Meetings will be held by video or teleconference or other such communication method that allows all participants equal access to communicate with one another.
- ~~(e) Meeting f~~
- ~~(f) (e) The Committee shall annually choose a Chair.~~
- ~~(g)~~
- ~~(h)(g) Normally, meetings will be held at the call of the Chair. Frequency will depend on the appointment cycle and ad hoc meetings will occur as required to meet the obligations of Council's schedule. It is expected that bi-weekly meetings will be required during the active recruitment and appointment phase, but may slow to quarterly or at the Chair's call for the remainder of the year.~~
- (f) The Committee shall report directly to Council. When reporting to Council voluntary demographic data for all applicants and those recommended for selection shall be communicated to Striking Committee and Council 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.).

Quorum

- (a) ~~Quorum for this~~the Nominating Committee is 3 members.

Responsibilities

Policy No: GOV-BOA-010

Policy Title: NOMINATING COMMITTEE - TERMS OF REFERENCE

The Nominating Committee will be responsible for:

~~(a) Reviewing citizen applications for Advisory Committees and proposing a suggested list of candidates to Council for consideration, ensuring the diversity lens has been applied and the matter of succession planning has been considered.~~

~~(b)~~(a) Designing and implementing an accessible and inclusive advisory committee recruitment and application process.

~~(c)~~

~~(b)~~ (e) Convening, as required, to fill Advisory Committee and Quasi-Judicial

vacancies. This may be at the call of the Chair or from a specific request from an Advisory Committee of Legislated Services staff with a vacancy/vacancies.

~~(d)~~(c) Leveraging the equity toolkit provided by the Equity, Anti-Racism and Indigenous initiatives division when reviewing and considering appointments to Advisory Committees and Quasi-Judicial Tribunals.

~~(e)~~(d) Participating in unconscious bias training as available and applicable.

~~(e)~~ Reviewing applications for Advisory Committees and Quasi-Judicial Tribunals.

~~(f)~~ Making decisions by consensus, where possible. Should consensus not be reached, the Nominating Committee's decisions shall be made by a simple majority vote of the members present at a meeting of the Nominating Committee that has achieved quorum. Each member of the Nominating Committee has one (1) vote. Staff does not have voting privileges but are there in a facilitative and resource role.

~~(f)~~(g) The Nominating Committee shall consider applications for the Equity, Anti-Racism and Indigenous Initiatives Advisory Committee in consultation and collaboration with the Senior Equity Advisor.

~~(h)~~ Proposing a suggested list of candidates to Council for consideration, ensuring a diversity lens has been applied and the matter of succession planning has been considered.

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(i) Council will consider the eligible candidates and decide upon a slate of nominees for appointment to each committee for a term of 2 years with eligibility for re-appointment for a maximum of two additional terms.

5. **HISTORY OF POLICY CHANGES**

Administrative Updates

2016-07-01 - I-010 policy template re-formatted to new numbering system and given number GOV-BOA-010.

2021-10-18 - Administrative updates – departmental name change.

Formal Amendments

2023-09-25 – Council approval COR-2023-377