



## **Nominations Committee Terms of Reference**

### **1. Mandate**

The responsibilities of the Nominations Committee include considering and recommending to Council applicants to appoint to Boards, Commissions and Committees (BCCs). The Nominations Committee shall act in accordance with the *Governance and Appointments of Boards, Commissions and Committees* Policy. The Nominations Committee shall meet from time to time with the frequency required to carry out its duties.

### **2. Establishment**

In May of each year, the City Clerk's Office shall prepare a report seeking direction from Council on the establishment of a Nominations Committee. In preparing the report, the City Clerk's Office will canvass Councillors on their interest in being appointed to the Nominations Committee. If a Nominations Committee is established, those Councillors interested in being appointed shall be considered by Council when making appointments to the Nominations Committee.

A Nominations Committee shall not be established in the year of a General Election as *The Procedure Bylaw* directs that Council and Council Committees shall not meet between nomination day and the Organizational Meeting of Council following the General Election.

### **3. Composition**

The Nominations Committee consists of up to seven Members of Council, including the Mayor or the Mayor's designate as Chair.

### **4. Terms**

Councillors are appointed to the Nominations Committee for a one year term.

### **5. Reporting**

The Nominations Committee reports directly to Council.

### **6. Meeting Support**

The City Clerk's Office will provide legislative services for the Nominations Committee.