



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.