

## City Agency Recruitment and Evaluation Committee Terms of Reference

### ISSUE

This report provides proposed Terms of Reference for the new City Agency Recruitment and Evaluation Committee for consideration and recommendation to City Council for approval.

### RECOMMENDATION

That the Governance and Priorities Committee recommend to City Council that the attached Terms of Reference for the new City Agency Recruitment and Evaluation Committee be approved.

### BACKGROUND

At its Regular Business Meeting held on [October 25, 2021](#), City Council considered a report from the Leadership Team Governance Subcommittee (the “LTGS”) entitled “Governance Review – Board of Revision – Recruitment and Evaluating Performance” and resolved, in part:

1. That an annual ad hoc Recruitment Committee including two members of City Council, the Board of Revision Secretary, and the Board Chair, be established to screen applicants and make recommendations for appointment or reappointment to City Council (Recruitment Option 2);
2. That the Recruitment Committee screen applicants utilizing the process outlined in Option 1: Recruitment; ...

At its Regular Business Meeting held on [February 28, 2022](#), City Council considered a report from the LTGS entitled “Governance Review – Advisory Committees – Review of Terms of Reference” and resolved, in part:

- ...
2. That a recruitment committee be established, including representatives of the City Clerk’s Office and members of City Council to review applications for civic boards and committees and make appointment recommendations to the Governance and Priorities Committee; ...

### DISCUSSION/ANALYSIS

The LTGS drafted Terms of Reference for the City Agency Recruitment and Evaluation Committee to assist the new Committee in completing its mandate to evaluate citizen applications for appointment or reappointment to City Agencies. Appendix 1 is the proposed Terms of Reference for the new City Agency Recruitment and Evaluation Committee.

## City Agency Recruitment and Evaluation Committee Terms of Reference

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The proposed Terms of Reference outline the mandate, composition, application evaluation process, appointment and term of members, reporting, meeting frequency and meeting support to the Committee. They also provide for a special subcommittee to evaluate the applicants for appointment or reappointment to the Board of Revision. The relevant forms to be used as part of the Board of Revision applicant evaluation process are attached to the proposed Terms of Reference.

In accordance with previous reporting, the Committee will screen citizen applicants for any board, commission, committee or other body established by City Council under *The Cities Act*, by City bylaw or by other provincial legislation to which City Council makes one or more appointments. The City Agency Recruitment and Evaluation Committee will be utilized to evaluate and make recommendations to the Governance and Priorities Committee for appointments to City Agencies, including:

- the Board of Revision;
- Business Improvement Districts;
- Controlled Corporations;
- Statutory Boards; and
- Appeal Boards and Advisory Committees.

Pension Boards and any boards, commissions, committees and other bodies not established by the City are not included as part of the City Agency Recruitment and Evaluation Committee's mandate.

### **NEXT STEPS**

If the Terms of Reference are approved, the City Clerks Office will take the necessary steps to have City Council appoint its members prior to consideration of the 2023 citizen appointments to City Agencies. The other members of the Committee will be as determined by the City Clerk, except for the Board of Revision Secretary and the Board of Revision Chair, which City Council has already determined to be part of the subcommittee to evaluate the citizen applications to the Board of Revision.

### **APPENDICES**

1. Proposed Terms of Reference for the City Agency Recruitment and Evaluation Committee

#### Report Approval

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Reviewed by: Mike Jordan, Chief Public Policy and Government Relations Officer  
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Approved by: Cindy Yelland, City Solicitor