

CONTROLLED CORPORATIONS AND STATUTORY BOARDS
2024 RECRUITMENT PROCESS

SUMMARY OF IMPORTANT DATES:

August 18, 2023 - Board Member Skills Competencies and media forums to City Clerk's
September 9, 2023 – Advertising Occurs
September 29, 2023 – Application deadline
October 5, 2023 - Applications to the Board from City Clerk's Office
October/November 2023 - Board's internal candidate review process to occur
December 5, 2023 - Board reports and recommendations of appointment to City Clerk's Office

RECRUITMENT PROCESS:

1. Each Controlled Corporation and Statutory Board shall develop a Board Member Skills Competencies Matrix identifying current expertise of existing Board Members and identifying skill sets missing from current Board composition and **provide such information to the City Clerk's Office prior to advertising for 2024 vacancies by August 18, 2023.**

Each Board shall provide the City Clerk's Office possible media forums to advertise the vacancies. Currently an ad is placed in the StarPhoenix and on the City's website.

The City Clerk's Office will be advertising beginning September 9, 2023 with a deadline for applications being September 29, 2023.

2. Each Board shall develop an internal candidate review process to conduct interviews/vet applications of possible candidates.
3. The City Clerk shall forward all applications received to each Board to engage in its internal candidate review process. The internal candidate review process to take place in October and November 2023.
4. After completing its vetting process, **each Board shall confidentially dispose all applications, and submit a report to the Governance and Priorities Committee outlining at least two to three recommendations for appointment** for consideration by GPC, including the reasons as to why the particular candidates are preferred. Sufficient biographical information and information as to the Board's internal candidate review process must be provided to ensure GPC can make informed recommendations to City Council.

Each Board to submit their respective reports and recommendations to the City Clerk's Office no later than December 5, 2023 at 12:00 noon.

5. For existing Board members seeking reappointment, each Board must conduct a performance evaluation and **submit the performance evaluations along with the applications and recommendations for consideration by GPC.** The following questions were put together to help guide the Board members.
 1. Does the member regularly attend Board meetings?
 2. Does the member read meeting agendas and materials and adequately prepare in advance of Board and Committee meetings?
 3. Does the member foster a working environment of mutual respect and trust?
 4. Does the member maintain confidentiality of Board decisions and discussions, as required?

5. Does the member publicly support Board decisions?
6. Has the member demonstrated a commitment to the corporation's mandate?
7. Does the member have a working knowledge of the Board's governance resolutions?
8. Has the member demonstrated an understanding of his or her role and responsibilities, both as a Board and an individual member?

Information as to reappointments must be submitted simultaneously with new member appointment recommendations and information to the City Clerk's Office no later than December 5, 2023 at 12:00 noon.