

## **Boards and Committees Selection Committee Terms of Reference**

### **1. Purpose**

The responsibilities of the Boards and Committees Selection Committee include considering and recommending to Council applicants to appoint to Boards and Committees. The Boards and Committees Selection Committee shall act in accordance with the current Committee Bylaw. The Boards and Committees Selection Committee shall meet from time to time with the frequency required to carry out its duties.

### **2. Duties & Responsibilities**

This BSC Committee acts as a panel to ensure suitable and qualified public members are appointed to Council Boards and Committees.

The Committee's mandate is to conduct a consistent approach to selecting Board and Committee Members for Council Committees.

The Member's duties and responsibilities include:

- Provide input and advice to the Chair throughout the interview process.
- Attend the required interviews and meetings as established.
- Ensure fair decision making on the selection of members.

### **3. Membership**

For each Board or Committee, the membership will include:

- One or Two Council members (annually appointed at Organizational Meeting)
- Chair or designate(s) of each active Board or Committee of Council
- Municipal Representative each active Board or Committee of Council

### **4. Term of Membership**

Councilors are appointed to the Committee for a one-year term at the annual Organizational Meeting.

### **6. Roles**

#### **Role of Councillor**

- Attend interviews of the respective Committees.
- Evaluate potential applicants for the respective Committees.
- Provide input into the final recommendation to Board and Committee recommendation.

#### **Role of Chair/Vice Chair of respective Committees**

- Attend interviews of the respective Committees.
- Evaluate potential applicants for the respective Committees.

Approved by Council:

Boards and Committees Selection Committee TOR

- Complete the Board and Committee recommendation for the Committee and submit it to the Legislative Officer to be included in the Board and Committee recommendation provided to Council.

#### **Role of Municipal Representative**

- Attend interviews of the respective Committees.
- Provide background on Committee work plan and membership requirements to assist decision makers.

#### **Role of the Legislative Services**

The Legislative Officer as the staff liaison to the Committee will do the following:

- Advertise for Boards and Committees with vacancies.
- Schedule suitable interview dates and times as required.
- Provide the interview packages which includes the applications and supporting documentations to the Committee for review.
- Once recommendations have been made, Legislative Officer will prepare Request for Decision with recommendations of the Committee to Council.