

The Nomination Committee reviews applications and recommends citizen representatives to Council for appointment to committees.

1 Committee Recruitment Process:

- (1) Prior to the start of advertising, Legislative Services, on behalf of the Nomination Committee, will ask Committee chairpersons and liaisons for feedback pertaining to attributes and skill sets of existing members who may reapply for appointments.
- (2) The Nomination Committee will review responses received; this will assist the Committee in determining reappointments if the attributes and skill sets identified are seen to enhance the composition of the committee to which reappointment is being requested.
- (3) Recruitment for committees is based on vacancies/needs, skill sets, and attributes required.
- (4) Individualized application forms are developed for each committee to ensure each applicant speaks to skills and experience required.
  - (a) Resumes are requested to be submitted with the application.

2 Application Review Process:

- (1) All applications are reviewed by the Nomination Committee.
- (2) Aboriginal Representative Applications received for the Community Housing Advisory Board must be endorsed by the Urban Aboriginal Voices Society.
  - (a) The Nomination Committee will review and recommend the appointments to Council for approval.
- (3) Citizen Representative Applications received for the Library Board, River Bend Golf and Recreation Society, and the Red Deer Regional Airport Authority Board are forwarded to the respective Chair for review and recommendation(s).
  - (a) The respective Chair will provide the Nomination Committee with their comments and recommendation(s).
  - (b) The Nomination Committee will review and recommend the appointments to Council for approval.

3 Recommendation Process:

- (1) A specific scoring matrix is developed for each committee based on the annual feedback in accordance with the attributes and skill sets required.
- (2) Each application and supporting documentation is reviewed based on the scoring matrix.
- (3) Members of the Nomination Committee individually score each application before meeting as a committee. Individual scores are combined to identify candidates most suited for appointment.

- (4) When scores are comparable or an application requires further clarity, a reference form is adopted and used to conduct a reference check. The need for reference check will be determined by the Nomination Committee.
- (5) Legislative Services will conduct the reference check on behalf of the Nomination Committee.
  - (a) Completed reference check forms will be retained by Legislative Services for filing and retention/disposition in accordance with The City's Records Disposition policies and the Freedom of Information and Protection of Privacy Act.
- (6) Council holds the final decision making rights with respect to appointments to committees.
- (7) Decision of Council regarding Committee, Commission, and Board appointments is communicated to applicants by Legislative Services.
- (8) Applications for positions on committees may be retained for up to one year. Retained applications will be held by Legislative Services and may be used when making future recommendations.

**4 Committee Evaluation Process:**

- (1) All committee members upon their departure from a committee, whether prior to the completion of their term or at the conclusion of their term, will receive an exit questionnaire.
- (2) Legislative Services will send out a letter and the exit questionnaire, along with a letter from the Chair of the Nomination Committee.
- (3) Responses received will be sent to the Nomination Committee for review. This information, in conjunction with the annual review of Committees undertaken by the Nomination Committee, may impact the recommendations to Council.
- (4) Completed exit questionnaire forms will be submitted to Legislative Services for filing and retention/disposition in accordance with The City's Records Disposition policies and the Freedom of Information & Protection of Privacy Act.

**Document History:**

Policy Adopted	October 15, 2012
Policy Reviewed	March 18, 2013
Policy Revised	January 5, 2015
Policy Revised	September 13, 2021

**Administrative Revisions:**

<b>Date:</b>	<b>Description:</b>
October 10, 2017	Updated to current format.

**Appendix A: Red Deer Airport Authority**

- I In addition to the “Qualifications of Directors” as stipulated in the Regional Airports Authorities Regulations, appointment of citizens to the Red Deer Regional Airport Authority Board will consider the following (as endorsed by the Red Deer Regional Airport Authority):
  - (1) The candidate considered to be from the geographical area of Stettler in the East, Rocky Mountain House in the West, Ponoka in the North and Olds in the South;
  - (2) The primary place of employment for the candidate to be in the geographical area referred to above;
  - (3) The primary residence of the candidate to be in the geographical area referred to above;
  - (4) In the possible case of the primary place of employment being moved to a place outside the area referred to above (for a period of no more than a maximum of six months) the candidate will be able attend meetings electronically;
  - (5) The candidate demonstrates evidence of:
    - (a) Experience on other governance boards;
    - (b) Senior leadership in business and other areas, with a strong strategic acumen and large sphere of influence locally and provincially; and
    - (c) Experience with community engagement including representing their community and/or organizations of which they were or are a board member.
  - (6) The candidate not be associated to the Red Deer Airport or any other airport through business or leisure interests.