

Members of Council that sit on the Nomination Committee will ensure that the following process with respect to accepting, reviewing and recommending citizen representatives for appointment to Committees is followed.

- 1 Annual Review;
 - (1) The Nomination Committee will receive feedback by annually soliciting all Committee chairpersons, Council representatives, and liaisons with respect to:
 - (a) use of terms of reference;
 - (b) value of work; and
 - (c) skill sets required to enhance composition of the committee.
 - (2) The Nomination Committee will review responses received. The information received with respect to items listed in Section 1.1 may impact the annual advertising. Further, this information may result in recommendations to Council or Administration to address issues raised.
- 2 Advertising:
 - (1) City advertises for committees based on vacancies/needs and receives all applications.
- 3 Application Review:
 - (1) Applications are referred to the Nomination Committee for review and recommendation(s) to City of Red Deer Council.
 - (2) An exception to section 2 is made with respect to the following committees:
 - (a) Community Housing Advisory Board – Aboriginal Representative applications
 - (b) Library Board – Citizen Representative applications
 - (c) River Bend Golf and Recreation Society – Citizen Representative applications
 - (d) Red Deer Regional Airport – Citizen Representative applications
 - (3) Applications received under Section 3(2)(a):
 - (a) will be forwarded to the committee and aboriginal stakeholders for review and recommendation(s);
 - (b) the respective committee and stakeholders will provide the Nomination Committee with their recommendation(s);
 - (c) Nomination Committee will review and recommend the appointments to Council for approval.
 - (4) Applications received under Section 3(2)(b) and 3(2)(c):
 - (a) will be forwarded to the respective Board of Directors for review and recommendation(s);
 - (b) the respective Board of Directors will provide the Nomination Committee with their comments and recommendation(s);
 - (c) Nomination Committee will review and recommend the appointments to Council for approval.

- (5) Applications received under Section 3(2)(d):
 - (a) will be forwarded to the Red Deer Chamber of Commerce acting as a recommender to the City of Red Deer and to the Red Deer Regional Airport Board of Directors for review and recommendation(s);
 - (b) Red Deer Chamber of Commerce and the Red Deer Regional Airport Board of Directors will provide the Nomination Committee with their comments and recommendation(s);
 - (c) Nomination Committee will review and recommend the appointments to Council for approval.
 - (6) If the recommendations made to Council by the Nomination Committee vary from those received from the respective Board of Directors, the Nomination Committee will contact the Board chairperson to provide rationale for the alternate selection prior to presentation to Council.
 - (7) Council holds the final decision making rights with respect to appointments to committees.
- 4 Committee Vacancy:
- (1) The competency matrix is specific to each committee based on the annual feedback in accordance with items listed in Section 1.
 - (2) Each application and supporting documentation is reviewed based on the competency matrix.
 - (3) A competency matrix is completed by each committee member involved in the review process and shared with other members of the Nomination Committee for further evaluation of the application.
- 5 Reference Checks:
- (1) Reference checks will be undertaken when there are more than one qualified applicant for a vacancy and/or when not enough information has been provided for the Committee to confidently make a recommendation.
 - (2) The chair, or any member delegated by the chair, may undertake the reference check. However, all reference checks must follow a formal process whereby each question is asked as written on the application form and the answers are recorded in writing.
 - (3) The chair or delegate will then indicate to the Nomination Committee their recommendation with respect to an appointment based on the matrix and the reference check.
 - (4) Completed reference check 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 and Protection of Privacy Act.

- 6 Notice to Applicants and Application Retention:
- (1) Decision of Council is communicated to applicants by Legislative Services.
 - (2) Applications for positions on committees may be retained for up to one year at the discretion of the Nomination Committee. Retained applications will be held by the Committee Coordinator(s) and may be used when making future recommendations
- 7 Exit Interviews:
- (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.
 - (3) Responses received will be sent to the Nomination Committee for review and this information in conjunction with the annual review of Committees undertaken by the Nomination Committee may also impact the annual advertising with respect to items listed in Section I and may result in recommendations to Council or Administration.
 - (4) Completed exit interview 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

Administrative Revisions:

Date:	Description:
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 Airport Authority will consider the following (as endorsed by the Red Deer Regional Airport Authority):
 - (1) That the candidate be considered 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) That the primary place of employment for the candidate be in the geographical area referred to above;
 - (3) That the primary residence of the candidate be in the geographical area referred to above;
 - (4) That 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) that the candidate will be able attend meetings electronically;
 - (5) That the candidate demonstrate 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) That the candidate not be associated to the Red Deer Airport or any other airport through business or leisure interests.