



Terms of Reference

Nominating Committee

Committee Type:	Advisory Committee of Council
Authority:	Office of the City Clerk
Governing Laws, By-laws and Policies:	Procedure By-law, 2025 Part II of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 Section 239 (2) of the Municipal Act, 2001
Approved By:	City Council
Effective Date:	September 8, 2025

1. Purpose: Nominating Committee

The City of Cornwall recognizes that its advisory committees serve an important role in the city's decision-making process. Lay members from the community represent their interest holders and provide their informed advice and expertise to Council.

The city is committed to ensuring that qualified individuals are appointed to its committees. Consistent with its values of integrity, transparency and leadership, the city also commits to a selection process for public appointments that is transparent, consistent and fair.

Council has formed a nominating committee to lead that process and make recommendations to Council. These terms of reference will guide the nominating committee in its role, the Office of the City Clerk, which supports the committee, and Council in how it renders its decisions.

2. Scope

- a) Appointments to statutory, standing, advisory, ad hoc committees of Council and to task forces, agencies, boards and commissions (referred to as committees throughout this document)
- b) Requests for applications
- c) Requirements for applications

3. Goals

Develop recommendations for appointments to committees in ways that are transparent, consistent, fair and aligned with these terms of reference

4. Composition and Appointments

- a) Council forms the nominating committee immediately after the municipal election.
- b) The committee comprises no more than five members, selected by the Mayor at the beginning of each new term of council.
- c) The Office of the City Clerk provides administrative and research support; city managers and staff are non-voting members.
- d) The term of appointment does not exceed the term of Council unless a by-law permits staggered appointments or Council approves an exception.
- e) Acknowledging the value of experience and a need for continuity, Council will allow reappointments. Eligible appointees who wish to seek reappointment must submit a new application at the beginning of each term of Council. Reappointment is not guaranteed.

5. Roles and Responsibilities

A. Committee members

- a) Meet at appointed times to review applications
- a) Consider all applications for membership or vacancies on committees
 - i. If no suitable applicants apply, the position is posted again
- b) If required, interview eligible applicants
- c) Recommend the candidates who would best serve Council's needs for that committee

B. Office of the City Clerk

- a) Receives resignations in writing from members of other committees, including resignations and removals on an upcoming Council meeting agenda
- b) Issues notice of call for applications as needed and makes application available to interested individuals
- c) Receives applications
- d) Prepares meeting agendas for the committee
- e) Arranges for timely meetings of the nominating committee
- f) Circulates applications received through confidential and secure means, within three weeks of the next committee meeting if time permits
- g) Prepares a closed staff report on recommendations from the nominating committee
- h) Prepares the necessary by-laws for Council's approval of appointees at the next available Council meeting
- i) Notifies applicants in writing of Council's decisions
- j) Updates the membership list on the city's website
- k) Maintains all records of appointments

Note: Any existing committee that wishes to make an endorsement in support of an applicant must communicate that endorsement in writing to the Office of the City Clerk, which will forward it to the nominating committee.

See Appendix A for requirements for the call for applications and the applications themselves.

C. Council

- a) Initiates the recruitment process:
 - a. Immediately after a municipal election
 - b. As the need arises to fill vacancies
 - c. To appoint members to a newly established committee
- b) Considers recommendations from the nominating committee
- c) Makes appointments to committees by by-law for every appointment
- a) As per rules of procedure, convenes closed meetings to consider appointments, and approves final recommendations during open meetings

7. Meetings and Attendance

Committee members are subject to rules of procedure and guided by these terms of reference.

8. Agendas

Agendas for committee meetings include submissions from applicants for the committee's consideration. Every effort will be made to send materials to committee members at least five days in advance of scheduled meetings.

9. Legislative Requirements

The nominating committee is subject to the following legislative requirements:

- a) All applications containing personal information and submitted for a call for applications will be treated as personal information in accordance with the Municipal Freedom of Information and Protection of Privacy Act.
- b) As per the Municipal Act, 2001, and Council's rules of procedure, a meeting or part of a meeting may be closed to the public if the subject matter is about an identifiable individual. After due consideration of recommendations, Council will vote in an open session.

10. Budget

Not applicable

11. Media Inquiries

Committee members will follow established protocols and procedures for media inquiries.

X *Tim Mills*

Tim Mills
Chief Administrative Officer

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Justin Towndale
Mayor

Appendix A

1. Call for Applications

The Office of the City Clerk will issue a notice of the call for applications.

A. The notice will outline the following:

- a) Name of the statutory, standing, advisory, ad hoc committee of council, task force, agency, board or commission
- b) Number of vacant positions
- c) Eligibility criteria, i.e., key qualifications and desired competencies, if applicable
- d) Process for submitting applications
- e) Deadline for applications
- f) Direction to detailed information about the committee and its meeting times
- g) Standard disclaimer on the collection of personal information

B. The notice may be communicated through these various methods:

- a) Ad in the local newspaper or on a local radio station
- b) City's website
- c) City's social media channels
- d) Announcements at Council and committee meetings
- e) Email distribution to the chairs of all committees, task forces, agencies, boards or commissions

2. Applications

Applicants must complete an application form and provide supporting materials as prescribed through the portal on the City's website. Alternative methods of submission may be made upon request.

Applications are received until 11:59 p.m. on a specified date. Applications received after the submission deadline and for non-advertised vacancies will not be considered.

Applicants may apply to more than one committee. They must also submit a new application for each recruitment.

3. Eligibility Requirements

A. Applicants must:

- a) Be a resident, owner, or tenant of a property or business in the City of Cornwall
- b) Be at least 16 years of age
- c) Not be an employee of the city
- d) Meet any additional eligibility requirements required by legislation or otherwise, such as a specific skillset and experience established by the committee's terms of reference
- e) Provide any required information, such as references, proof of accreditation and education

B. Disclosure of Conflicts of Interest

Disclosure (or non-disclosure) of any conflicts of interest is the responsibility of the applicant. The nature of the conflict will be considered in determining whether the applicant should be appointed.