

## **Appendix B**

### **STRIKING COMMITTEE**

#### **TERMS OF REFERENCE**

#### **Mandate**

The Striking Committee is a Sub-Committee of Council responsible for recommending a candidate/slate of candidates for appointment to Town boards and committees and for ensuring consistency, fairness and professionalism in the recruitment, selection and orientation process.

#### **Responsibilities**

- Once an adequate number of applications have been received, review the applications and create a short list of applicants to interview;
- Provide input on specialized recruitment, including recruitment by invitation, through a recruitment agency or through outreach to specific organizations;
- Have regard to a list of particularly suitable applicants to interview provided by staff and suggested candidate evaluation criteria provided by the board or committee, where applicable;
- Request an extension to the application submission deadline when there are an insufficient number of applications deemed appropriate;
- Attend interviews and ensure the process is fair and professional, including the requirement to ask all applicants to the same board/committee vacancy the same questions and to execute a scored or measured approach to applicant interviews;
- Ensure compliance with statutory and special vacancy requirements including criminal record checks, vulnerable sector screening and composition requirements;
- Note and provide diversity information to the Clerk as required by the Board and Committee Appointment Policy;
- Recommend one applicant per vacancy to Council;
- Recommend short-listed applicants for future vacancies to the Clerk;
- Provide input on staff recommendations related to the recruitment, selection and orientation processes for boards and committees;
- Attend Recruitment Information Session(s), where available;
- Review aggregate diversity information on an annual basis and provide input on measures to enhance diversity initiatives for boards/committees;
- Ensure the confidentiality of personal information, including returning application materials to the Clerk after interviews have concluded; and
- Undertake other responsibilities determined by Council.

## **Composition**

The Striking Committee is composed of:

- Two (2) Members of Council who are appointed for a term to be determined by Council; and,
- One (1) or more Members of Council appointed to the board or committee for the purpose of conducting interviews.

The current Chair or another Member of the particular board or committee seeking to fill a vacancy may be invited to attend the Striking Committee interviews.

## **Quorum Requirements**

A minimum of one (1) Member of the Striking Committee is required to hold interviews.

## **Role of Clerk & Other Staff**

- Administer the Board and Committee Appointment Policy;
- Prepare a list of particularly suitable applicants for consideration by the Striking Committee;
- Liaise with boards and committees to obtain any candidate evaluation criteria for consideration by the Striking Committee;
- Prepare draft interview questions for consideration by the Striking Committee;
- Attend Striking Committee interviews to provide guidance and support, as required;
- Prepare recommendations related to the recruitment, selection and orientation processes for boards and committees for input by the Striking Committee;
- Coordinate and attend Recruitment Information Session(s);
- Coordinate diversity information requirements of the Board and Committee Appointment Policy and provide aggregate information to Striking Committee on an annual basis; and
- Ensure the confidentiality of personal information and implement any practices/procedures to ensure confidentiality.

## **Meetings**

Meetings, including interviews will be held as required.

## **Reporting Relationship**

Striking Committee recommendations will be considered by General Committee.