



Nominations Committee Terms of Reference

1. Mandate

The responsibilities of the Nominations Committee include considering and recommending to Council applicants to appoint to Boards, Commissions and Committees (BCCs). The Nominations Committee shall act in accordance with the *Governance and Appointments of Boards, Commissions and Committees* Policy. The Nominations Committee shall meet from time to time with the frequency required to carry out its duties.

2. Establishment

The Nominations Committee was established by City Council on 2016 May 16 (C2016-0381).

3. Composition

The Nominations Committee consists of up to seven Members of Council, including the Mayor or the Mayor's designate as Chair.

4. Terms

Councillors are appointed to the Nominations Committee at the annual Organizational Meeting of Council, or at other times required by the Nominations Committee, for a one year term expiring on the day of the Organizational Meeting.

5. Reporting

The Nominations Committee reports directly to Council.

6. Meeting Support

The City Clerk's Office will provide legislative services for the Nominations Committee.

7. Meetings

The Nominations Committee will meet as required to carry out its mandate. Meetings of the Nominations Committee will be called or cancelled at the call of the Chair. Notice of Meetings will occur in accordance with The City of Calgary Procedure Bylaw 44M2006, as amended.

In a year of a General Election, the Nominations Committee will not meet in the months of September and October. All applications and BCC short lists will be submitted directly to the Organizational Meeting of Council for consideration and appointment.

Adopted	C2016-0381	2016 May 16
Amended	PFC2017-0260	2017 April 24