

Nominations Policy and Procedures

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Purpose:

These policies and procedures are enacted by the Board of Management of the Ralph Thornton Community Centre to facilitate and ensure that:

- The most suitable candidates are identified and nominated for Board membership;
- The nominations process is transparent, implemented in a consistent manner, and administered with integrity; and
- Information respecting opportunities to participate in the governance of the Centre is available to all interested people.

Authority

The **Nominations Policy and Procedures** is subordinate to the Ralph Thornton Community Centre's *Constitution and Procedural By-Lay (2014)*, as approved by City Council, effective February 3, 2016; *The City of Toronto Act, 2006*; *the City of Toronto*

Municipal Code, and City of Toronto by-laws and directives respecting Public Appointments¹ to City agencies, boards and commissions.

DEFINITIONS:

- **Centre** means the Ralph Thornton Community Centre (RTCC).
- **Community Member** means a member of the Centre who is not currently a member of the Board of Management.
- **Sub-Committee** means the Nominations Sub-Committee.
- **Centre-Specific Qualifications** are particular attributes, skills, knowledge, expertise and/or experience that the Centre Board determines are needed in the coming term to meet the business needs of the Centre and/or foster good governance.

NOMINATIONS POLICIES AND PROCEDURES:

1. **Context:** The nomination of members to serve on the Centre's Board of Management is undertaken in order to:
 - Meet the business needs of the Centre; and
 - Foster an appropriate range of skills, knowledge, expertise and/or experience that contribute to good governance and ensure that, collectively, the Board has a range of perspectives, skills, experience and interests required to effectively further the Board's mandate.

Through the nominations process, the RTC strives to achieve a balance of qualified applicants and experienced and new members who may reflect the geographic and demographic diversity of the community.

2. **Additional Eligibility Requirements²:** The Board may establish additional, Centre-specific eligibility requirements for prospective candidates for nomination providing that such qualifications relate to:
 - The ability to perform the duties of the Board, including any necessary competencies; and/or
 - Areas of knowledge or experience, or
 - Community service.
3. **Restrictions on Eligibility³:** The spouses of, those in a conjugal relationship with, and the children and parents of City Council members are not eligible for nomination to the Board.
4. **Completing Nominations Process:** All applicants are required to complete the nominations process, as determined by the Board.
5. **Centre Membership:** Prior to nomination at the annual general meeting, prospective nominees shall be or become members in good standing of the Ralph Thornton Community Centre.

¹ City of Toronto Public Appointments Policy, November 14, 2014.

² City of Toronto Public Appointments Policy, sect. 3.2

³ City of Toronto Public Appointments Policy, sect. 2.4

6. **Delegation:** The Board of Management delegates the responsibility for, and the authority to establish, a Nominations Sub-Committee to the Board Development and Nominations Committee (BD&N)
7. **Establishing Nominations Sub-Committee:** Further to Clauses 29 to 32 of the RTC Constitution and Procedural By-law:
 - 8.1 The Nominations Sub-Committee operates under the auspices of the Board Development and Nominations Committee.
 - 8.2 BD&N shall appoint a Nominations Sub-Committee Chair from among its members to manage the Sub-Committee and confirm the appointment of other members.
 - [a] The Sub-Committee Chair is mandated to recruit members from among other Board Members and/or community members who are not standing for nomination in the coming term.
 - [b] Participating Community Members shall sign a confidentiality agreement covering the collection and use of all personal information respecting applicants and prospective candidates for nomination.
 - [c] The Sub-Committee Chair shall manage the nominations process and prepare all necessary reports to the Board and Centre Membership.

9 **Recruiting Notice and Process:**

- 9.1 In developing a Recruitment Notice, the Sub-Committee will review the results of the most recent Annual Board Evaluation and consult with the Board, Executive Director and, as appropriate, Centre partners and stakeholders, to identify whether and if Centre-specific characteristics, skill or knowledge, expertise or associations should be sought in identifying appropriate prospective candidates for nomination.
- 9.2 The approved Recruitment Notice shall specify:
 - [a] The number of vacant positions;
 - [b] The process for submitting applications;
 - [c] The date, time and location of any information sessions;
 - [d] The deadline for applications;
 - [e] Centre-specific qualifications, if any; and
 - [f] That the Centre encourages applications from diverse communities.
- 9.3 The Recruitment Notice shall be sent to all Centre Members and Centre partners and stakeholders, and posted on the Centre's web site. Such notice may also be posted on the City of Toronto's public appointments web site, and be published in local paid or free public media.
- 9.4 Board Members and Centre staff may encourage qualified applicants to submit applications, but may not provide references for nor endorse or recommend through the recruitment process any candidates that are being or willing to be considered⁴.

10 **Application Process and Selection**

⁴ City of Toronto Public Appointments Policy, sect. 5.6

10.1 **General:** All individuals seeking nomination to the Board of Management are required to complete and submit a confidential application to the Nominations Sub-Committee which will be reviewed by the members.

- [a] The application will solicit self-identifying information respecting the individual's eligibility to be nominated, including his/her residency in the RTCC catchment area/City, RTCC membership, qualifications or characteristics that support good governance and organizational success, and prior experience with boards and/or committees.
- [b] The application may also solicit non-mandatory, self-disclosed diversity information respecting the applicant's gender, age group, Aboriginal status, ethnicity, racial group, disability status and/or sexual orientation.
- [c] Applicants will be provided with information regarding the Centre and the Board and may be invited to attend an information session. Information sessions are not mandatory.
- [d] If eligible, the applicant will then be invited to an interview with the Sub-Committee members
- [e] Applicants deemed prospective nominees by the Sub-Committee will be invited to attend a meeting of the Board of Management to become familiar with board processes. Attendance of at least one board meeting is mandatory.

10.2 **Incumbents:** Incumbents who are eligible and wish to seek nomination for another term must re-apply in the same manner as other applicants⁵.

10.3 **Interviewing Applicants:** All members of the Nominations Sub-Committee are required to interview all the candidates to ensure the fairness and consistency of screening and recommendations⁶.

10.4 **Conflict of Interest:** Applicants must identify and disclose any actual or potential conflict of interest that they may have. Conflicts of interest may relate, but are not limited to, the applicants' spouses, partners, children or parents, or employers or business partners; a direct or indirect interest in outstanding litigation involving the Centre, the City of Toronto or a City agency or corporation; and any private, commercial or business tax arrears that remain outstanding to the City beyond the current year.

10.5 **Extension of Application Process:** If the Sub-Committee has not received sufficient applications from qualified candidates, it may extend the applications deadline. In such case, the Sub-Committee shall give public notice of the extension.

11 Selection Process: The Sub-Committee will:

11.2 Contact and, if appropriate, interview all individuals who submit a completed application within the time lines established;

⁵ City of Toronto Public Appointments Policy, sect. 6.2

⁶ City of Toronto Public Appointments Policy, sect. 8.7

- 11.3 Review any areas of expertise/characteristics, etc., being sought and identify how well qualifications are demonstrated, taking into account the strength of answers to interview questions, references, and, in the case of an incumbent, prior board attendance and participation if available.
- 11.4 Prepare a summary of each applicant that shows:
- [a] The prospective nominee's name
 - [b] Whether eligible and the reason if not eligible (e.g., late application; under 18 years; incomplete application, etc.);
 - [c] Whether resident in the catchment area;
 - [d] Whether an incumbent and, if so, length of service;
 - [e] Which qualifications are sufficiently demonstrated in the application;
 - [f] Prior governance experience, if any;
 - [g] Potential conflicts of interests, if any; and
 - [h] Diversity information as disclosed by the applicant, if any.
- 11.5 Advise the Board of the pool of prospective candidates prior to the annual general meeting or, in case of filling an in-term Board vacancy, at the designated Board meeting.
- 11.6 Advise the membership of prospective candidates at the annual general meeting.

Related Policies and Procedures:

- *Board of Management Policy – Code of Conduct, Roles and Responsibilities of Board Members, 2016*
- *Board of Management Policy – Code of Conduct, Roles and Responsibilities Policy of Committee Members, 2016*