



NOMINATING COMMITTEE HANDBOOK

APRIL 2021

CONTENTS

Contents	3
Revision Log.....	4
Chapter 1 Introduction.....	1-1
1.1 Contact Information.....	1-1
1.2 Social Housing in Saskatchewan	1-1
1.3 Housing Authority Boards.....	1-2
Chapter 2 Nominating Committees	2-1
2.1 Nominating Committee Members.....	2-1
2.2 Member Roles and Responsibilities.....	2-2
2.3 Conflicts of Interest.....	2-3
Chapter 3 Nomination Processes	3-1
3.1 Nominating a New Board Member.....	3-1
3.2 Re-nominating a Board Member	3-3
3.3 Nominating Board Chairs	3-4
3.4 Criminal Record Checks	3-5

REVISION LOG

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Chapter 1 	April 2021
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CHAPTER

1

INTRODUCTION

CHAPTER 1 | INTRODUCTION

Housing authority nominating committees are responsible for nominating members of their community to the housing authority board of directors.

This handbook explains how nominating committees are formed, their roles, and how the nomination process works. It also includes general information about the Saskatchewan Housing Corporation (SHC), housing authorities, and housing authority boards.

1.1 CONTACT INFORMATION

If you have questions about this handbook, please contact:

Board Services Coordinator
Saskatchewan Housing Corporation
225 First Avenue North
SASKATOON SK S7K 1X2
1-866-245-5758
hacoordinator@gov.sk.ca

1.2 SOCIAL HOUSING IN SASKATCHEWAN

SASKATCHEWAN HOUSING CORPORATION

Saskatchewan Housing Corporation (SHC) is a Crown Corporation accountable to Cabinet through the Minister of Social Services. SHC operates under the authority of *The Saskatchewan Housing Corporation Act*.

While recognizing the marketplace as the primary vehicle for the provision of housing, SHC promotes independence and self-sufficiency by providing housing and housing services to people who could not otherwise afford or access adequate, safe, and secure shelter.

HOUSING AUTHORITIES

Housing authorities are non-profit agencies that deliver programs and services on SHC's behalf. SHC has management agreements with housing authorities to implement, administer, manage, operate, and maintain housing programs and housing projects identified in the agreement. SHC retains control of the programs, housing stock, liquid assets, and associated records.

1.3 HOUSING AUTHORITY BOARDS

HOUSING AUTHORITY BOARDS

All housing authorities are governed by a volunteer board of directors. Board members are appointed by the Minister responsible for SHC. Newly appointed board members serve for three years; reappointed board members serve for two years. Boards have executive positions including chair, vice-chair, and secretary. The board chair is the only executive position appointed by the Minister responsible for SHC.

The board may delegate specific responsibilities to the housing authority manager, but the board is accountable for actions taken by or on behalf of the housing authority. Housing authority boards are responsible for:

- following SHC's policies and processes;
- delivering SHC programs;
- employing a manager to oversee the day-to-day affairs of the housing authority and to annually review the manager's performance;
- developing annual operations plans and budgets with the housing authority manager;
- maintaining SHC's assets; and
- reviewing and approving contracts.

Educational materials and workshops are provided to board members to help them fulfill their role.

ELIGIBILITY FOR BOARD MEMBERSHIP

To be considered for membership on a housing authority board, nominees must live in or around the community where the housing authority is located. Elected municipal officials or staff may serve on housing authority boards. Municipal officials or staff must not represent more than half of the board's membership. Each municipality may have *either* an elected official or a staff. When municipal officials or staff serve on the board, they do not represent the municipality. They serve on the board as members of their community.

The Government of Saskatchewan is committed to diversity and inclusion. Nominees should be prioritized to ensure the housing authority board is inclusive and reflects the diversity of Saskatchewan's people.

The following members of the community cannot serve on the board:

- Canada Mortgage and Housing Corporation (CMHC) or SHC employees
- members of the nominating committee;

Mayors are not eligible to serve on the board if they delegate their responsibilities on the nominating committee to a member of municipal council.

- individuals employed by or under contract with the housing authority;
- immediate family members of the housing authority manager or any of the housing authority board members;

Immediate family members include any or all of the following: spouse, common-law spouse, child, parent, brother, sister, brother-in-law, sister-in-law, son-in-law, daughter-in-law, father-in-law, and mother-in-law.

- members or employees of a private non-profit housing corporation;
- current housing authority tenants; or
- clients, including previous tenants, with arrears or other charges they have not made arrangements to repay — or in breach of their repayment arrangement.

Board members are required to have a criminal record check (CRC) before taking their position on the board. A new CRC is required when a board member's term is renewed.

BOARD MEMBER BENEFITS

Board members are entitled to travel, meal, and childcare expenses incurred while on housing authority business and accidental death and dismemberment insurance if they are under 79 years of age.

CHAPTER

2

NOMINATING COMMITTEES

CHAPTER 2 | NOMINATING COMMITTEES

2.1 NOMINATING COMMITTEE MEMBERS

Typically, nominating committees are made up of two or three members, each representing a level of government – municipal, provincial, and federal. This arrangement was created when social housing units were first being developed in Saskatchewan and all levels of government partnered to build public housing (the funding contributed by each level of government was: five per cent municipal, 20 per cent provincial, 75 per cent federal).

For a list of the current members of your nominating committee, please contact the Board Services Coordinator.

Traditionally, the federal representative was a member of the public appointed by the Minister Responsible for Canada Mortgage and Housing Corporation. Federal representatives are no longer replaced when they retire from nominating committees. The provincial representative is a member of the public appointed by the Minister responsible for SHC. The municipal representative is the mayor in the community where the housing authority is located. The mayor assumes their position on the committee once they are elected. The mayor's responsibility on the nominating committee is separate from their role on municipal council. The mayor serves as the committee chair. However, the mayor may transfer their duties on the committee to a member of municipal council. In housing authorities comprised of more than one community, mayors from each community would be municipal representatives on the committee.

For their duties to be transferred to another member of municipal council, the mayor must complete the Nominating Committee Transfer of Duties form and submit the form to the Board Services Coordinator.

In the northern region of Saskatchewan, committees are chaired by the provincial representatives. The provincial representative is the only permanent member of the northern region committee and consults with the mayors of northern communities to find suitable candidates for each community's housing authority board.

2.2 MEMBER ROLES AND RESPONSIBILITIES

The nominating committee is tasked with building a strong and effective board. To do this, they must evaluate a housing authority board's strengths and weaknesses and choose nominees whose skills complement the abilities of existing board members.

It is important to have boards that are diverse, skilled, and representative of the community.

Committee chairs are responsible for:

- retaining the list of current housing authority board members and knowing when their terms expire;
- informing housing authority board members whose terms are expiring of their options at least six months before their term expires;
- scheduling committee meetings to discuss filling board vacancies;
- working with the committee to ensure vacancies are filled by qualified community members who will complement the abilities and skills of the existing board; and
- signing and dating a completed Housing Authority Board Nomination Form and submitting it to the Board Services Coordinator.

Committee members are responsible for:

- developing a list of potential nominees for the housing authority board;
- making sure the Housing Authority Board Nomination Form is completed correctly; and
- verifying the nominees are eligible.

The Minister responsible for Saskatchewan Housing Corporation decides who will be appointed to the housing authority board.

2.3 CONFLICTS OF INTEREST

Committee members must disclose any conflicts of interests that arise during the nomination process.

To disclose a real or perceived conflict of interest, the committee member will prepare a written statement describing the conflict of interest, attach the statement to the Housing Authority Board Nomination Form, and submit the form to the Board Services Coordinator.

A conflict of interest arises from a situation in which a person's private interests could influence their decision or impair their ability to act without bias.

CHAPTER

3

NOMINATION PROCESSES

CHAPTER 3 | NOMINATION PROCESSES

3.1 NOMINATING A NEW BOARD MEMBER

When a board position becomes vacant, the nominating committee nominates a new member to the board.

The nominating committee is not responsible for nominating people to fill the vice-chair or secretary positions.

STEP 1: DETERMINING REQUIREMENTS

The committee chair calls a committee meeting to determine what skills or qualifications are needed on the board and how they will find potential nominees with those skills or qualifications to fill the vacancy.

For example, the board may require someone with financial management or property management experience. To identify potential nominees, they might post a notice in the community asking for volunteers or prepare a list of potential nominees from their own contacts in the community.

The committee can advertise anywhere community members are likely to see the advertisement, such as church bulletins, grocery stores, libraries, or other businesses.

STEP 2: CHOOSING A NOMINEE

Once they have a list of nominees, the committee reviews the skills of the nominees against their list of skills and qualifications for the new board member.

The committee is expected to come to a consensus on the nominee. If they cannot come to a consensus, the provincial representative may submit their recommendation for nominee to the Minister responsible for SHC.

STEP 3: COMPLETING THE NOMINATION FORM AND CRC

Once the nominee is chosen, the committee chair informs the nominee they are being considered for the board position and they must complete:

- a CRC as part of the nomination process. The nominee must contact the Board Services Coordinator for information on how to complete their CRC.
- the Housing Authority Board Nomination Form. The chair sends the nominee a copy of the nomination form.

The provincial representative is responsible for ensuring the nomination form is completed correctly. If there is no provincial representative, the committee chair is responsible for this task.

Once the nominee has completed the nomination form, the chair submits it to the Board Services Coordinator.

STEP 4: APPOINTING THE NOMINEE

The Board Services Coordinator sends a letter to the committee confirming the appointment.

Nominees cannot attend board meetings until they receive confirmation of their appointment from the Board Services Coordinator.

3.2 RE-NOMINATING A BOARD MEMBER

When a board member's term ends, the nominating committee is responsible for re-nominating the member if the member agrees to serve another term.

It is a courtesy to ask a board member whose term is about to end if they wish to continue serving on the board. However, the nominating committee is not obligated to re-appoint the board member. If the committee does not wish to re-nominate a board member, go to [3.1 Nominating a New Board Member](#).

STEP 1: DECIDING IF THE MEMBER WILL BE RE-NOMINATED

At least three months before a board member's term ends, the committee chair calls a committee meeting to determine what skills or qualifications are needed on the board and to discuss the existing board member's re-nomination.

STEP 2: COMPLETING THE NOMINATION FORM AND CRC

The committee chair informs the board member they are being re-nominated and they must complete:

- a CRC as part of the re-nomination process. The board member must contact the Board Services Coordinator for information on how to complete their CRC.
- the Housing Authority Board Nomination Form. The chair sends the board member a copy of the nomination form.

The provincial representative is responsible for ensuring the nomination form is completed correctly. If there is no provincial representative, the committee chair is responsible for this task.

Once the board member has completed the nomination form, the chair submits it to the Board Services Coordinator.

STEP 3: RE-APPOINTING THE BOARD MEMBER

The Board Services Coordinator sends a letter to the committee confirming the re-appointment.

3.3 NOMINATING BOARD CHAIRS

When the chair of the housing authority board leaves their position, the nominating committee is responsible for nominating a new board chair.

STEP 1: DECIDING HOW TO CHOOSE A BOARD CHAIR

The nominating committee chair calls a committee meeting and the committee decides how to select/nominate a board chair.

For example, the nominating committee may ask board members to recommend a chair or interview individual board members and ask if they would like to serve as chair.

STEP 2: CHOOSING A NOMINEE

The committee is expected to come to a consensus on the nominee.

STEP 3: COMPLETING THE NOMINATION FORM

The committee chair informs the board member they are being nominated for board chair and they must complete the Housing Authority Board Nomination Form. The committee chair sends the board member a copy of the nomination form.

Nominees for board chair are required to complete a criminal record check if their term has expired and they wish to renew their term. See [Criminal Record Checks](#) for the process of completing a CRC.

STEP 4: APPOINTING THE NOMINEE

The Board Services Coordinator sends a letter to the committee indicating if the nominee is appointed as the board chair. The board chair is the only executive position appointed by the Minister responsible for SHC.

3.4 CRIMINAL RECORD CHECKS

As stated in Chapter 1, nominees for board positions must complete a CRC before they can be appointed to a position on the board. A new CRC is required when a board member's term is renewed.

Nominees have two options for completing their CRC:

- in person

The nominee must go to the nearest police service or RCMP detachment to complete their CRC in person and then mail it to the:

Minister of Social Services' Office:
Chief of Staff
Ministry of Social Services
Room 303 – 2405 Legislative Drive
Regina SK S4S 0B3

- online

The nominee must contact the Board Services Coordinator at hacoordinator@gov.sk.ca to give the coordinator their email address and consent for the third party to contact the nominee.

The third party will send the nominee an email from onlineorders@sterlingts.com. The email will provide a link to an online criminal record check service. There is no charge for this service.

