

Nominations Committee 2022 Final Report

Report to Council

Pursuant to the *Professional Governance Act* (PGA), the Nominations Committee is responsible for administering the nomination of registrants who are qualified to be nominated for election to Council in accordance with the process and selection principles referred to in section 25 (1) of the Act, in the Regulations, and in the bylaws. The Nominations Committee is responsible for conducting a fair, impartial and transparent election process. It must make all reasonable efforts to ensure candidates on the ballot represent the diversity as articulated in [Policy 3-100](#).

Four registrant members of the committee and the Chair were appointed in June 2021 and a Lay Committee member was appointed in October 2021 to come into compliance with the PGA. Potential candidates were identified and contacted through individual solicitation by committee members, broadcast emails on the College’s communication platforms, and social media posts. The committee fulfilled its mandate of identifying and qualifying more candidates for positions than there were vacancies.

Table 1 – Potential nominees data, 2021-22


Year	Registrants Contacted	Applications Submitted	Nominees Qualified	Positions Filled
2021	84	7	6	3
2022	26	7	7	4

Key Deliverable:

-  A fair, transparent and impartial Council election process in compliance with all statutes, bylaws and policies – ✓

The 2022 Council Elections process was compliant with the Professional Governance Act, the Professional Governance Regulation, the College bylaws and Policy 3 - 100 and produced a ballot of candidates that had been fairly evaluated by members of the Committee. The process was free from influence from Council or other bodies.

Duties and Responsibilities:

-  Use gap analysis of Council vacancies to identify needs and guide evaluation of potential nominees – ✓

The College Council conducted a self-assessment of competencies in June 2021. The Nominations Committee used the Councillor self-assessment to develop a gap analysis to identify potential candidates and qualify them for the ballot.

-  Solicit potential nominees for election to Council – ✓

College members were made aware of the opportunity to apply through College Matters, emails and social media; they were informed about the Council positions that were available and the commitments required of potential Councillors through posting of terms of reference and position profiles. In addition to the number of registrants contacted in the table above, the College also sent a notice on behalf of the RBTech member of the Committee to an additional 119 RBTech registrants

- 🌐 Identify and contact potential nominees to determine their willingness to be nominated for election to Council – ✓

The Nomination Committee reached out directly to 26 individuals as potential candidates. Seven people applied for a position on Council and seven were qualified for the ballot.

- 🌐 Make a reasonable attempt to include in the list at least one more nominee than the number required to fill the current or expected vacancies on the council – ✓

Nominations Committee members qualified sufficient applicants to ensure registrants were elected to both the Vice President and Councillor roles without acclamation.

- 🌐 Evaluate potential nominees based on the previously identified criteria, the completed profile and declaration form, and the requirements in the governing statutes – ✓

The Nominations Committee reviewed and screened seven applicants. Applicants that met the criteria were then interviewed and vetted through reference checks. Interviews and reference checks allowed the Committee to confirm stated competencies and ensure that candidates met the needs of Council as identified in the gap analysis. Seven applicants were qualified as candidates.

- 🌐 Advise Council of its nominees – ✓

The Committee recommended that two candidates should stand for election for the Vice President position and that five candidates should stand for election for the three available Councillor positions.

- 🌐 Implement recommended changes from 2021 report – ✓

The nominations process in 2021/22 adopted several key recommendations from the 2021 Nominations Committee report, including:

- 🌐 Appointing the Nominations Committee at the June Council meeting. (This will allow more time for members to reach out to potential candidates.)
- 🌐 Reviewing Councillor self-assessment tool for enhancement
- 🌐 Using the Nominations Committee as a vehicle to suggest other volunteer opportunities with the College when soliciting prospective candidates
- 🌐 Refining the existing scoring system tool for evaluating applicants
- 🌐 Improving the platform for document sharing

- 🌐 Ensuring all committee members have sufficient access to applicant evaluations before discussion and approval

Two recommendations from the 2021 report were not implemented and could be considered for implementation in the 2022/23 nominations process.

- 🌐 Develop written materials – such as a handout – to further explain the merit-based competencies and other requirements (adapt from Policy 3-100)
- 🌐 Write op/ed for College Matters on importance of voting in the Council election

Outcomes:

The Committee succeeded in its statutory mandate to operate a fair, transparent and impartial election that was compliant with the Professional Governance Regulation. The Committee contacted 26 potential nominees, interviewed seven registrants, and qualified seven registrants for the ballot. It furthermore compiled the following recommendations for future elections that may be added to Policy 3 – 100 with the approval of Council.

Recommendations for the next nomination and election processes are:

- 🌐 Add notation to Policy 3-100 which explicitly states that all applicants are handled equitably, regardless of previous experience with the College
- 🌐 Clarify on Prospective Nominee Form that the “Regulatory Understanding” merit refers to professional regulation, not just following laws and regulations
- 🌐 Add clarification to volunteer service section of Prospective Nominee Form which allows applicants to indicate current positions or service terms that are ending in the future
- 🌐 Maintain a “do not contact” list for registrants who have been contacted by past committees and have indicated that they are not interested in serving at any time
- 🌐 Add pronouns to the Prospective Nominee Form that applicants can provide voluntarily
- 🌐 For reference checking purposes, add area to Prospective Nominee Form for applicants to identify which of their competencies the reference is able to describe