



**DATE:** June 15, 2021

**PREPARED FOR:** President Brian Clark and Council Members, College of Applied Biology

**RE:** **2021 Nominations Committee Report**

Attached, please find the 2021 Nominations Committee Report, prepared and submitted on behalf of the Nominations Committee (the Committee). The Committee undertook the recent College of Applied Biology's (the College) candidate recruitment, selection and nomination processes leading up to the general election conducted this spring, with final tabulation of results occurring on March 26, 2021.

As noted in this report, the Committee's work on nominations began in the fall of 2020. The Committee remains constituted at this time due to its role under the Professional Governance Regulation of qualifying chairs of committees.

All of us who were involved looked for improvements to the process as it unfolded and worked hard to ensure that this election achieved transparency and fairness and reflected the provisions and prerequisites of the *Professional Governance Act*.

Key to the Committee's success was the professional excellence of volunteer Committee members, consultant Judith Cullington and College staff, without whom my responsibility as Chair would have been impossible to fulfill. This was a great team effort from everyone and the expertise, skills and enthusiasm they brought to the table were invaluable.

In closing, it was again an honour for me to work with this dedicated Committee and our staff and thank you for the opportunity to serve the College for a second year in the capacity of Chair. If you have any questions, please do not hesitate to contact me through the College office in Victoria.

Respectfully Submitted,

Cairine Green  
Committee Chair

# Nomination Committee 2021

## Report to Council

Pursuant to the Professional Governance Act, 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, the bylaws, and applicable Regulations. The Nominations Committee must make all reasonable efforts to ensure that the nomination process for election to Council is conducted in a fair, impartial, and transparent process.

Committee work began in September 2020 with the appointment of the Nominations Committee, continued with candidates for the election being identified (early February), and concluded with approval and submission of this report. For the first time, the Committee did not approve an applicant for the ballot based on the applicant failing to meet the needs identified in the gap analysis.

Table 1 – Potential nominees data, 2020-21


Year	Registrants Contacted	Applications Submitted	Nominees Qualified	Positions Filled
2020	32	7	7	5
2021	84	7	6	3

### Key Deliverable:

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

The 2021 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 who 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 2020. The Nominations Committee used the Councillor self-assessment to develop a gap analysis in order to qualify final candidates for 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.

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

The Nomination Committee reached out to more than 80 individuals as potential candidates. Of these, seven people applied for a position on Council and six 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, and applicants 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. Six applicants were qualified as candidates.

- 🌐 Advise Council of its nominees – ✓

The Committee recommended that two candidates should stand for election for the Vice President vacancy and that four candidates should stand for election for the two available Councillor vacancies.

- 🌐 Implement recommended changes from 2020 report – ✓









The nominations process in 2021 adopted several key recommendations from the 2020 Nomination Committee report, including:

- Completing the Councillor self-assessment at the June Council meeting
- Modifying the Potential Nominee Application form to prohibit sitting Councillors from acting as references, to establish that it is necessary for applicants to interview, to implement a self-rating system for competencies and to fix minor issues identified on the form
- Clarifying the deadline for submissions does not allow for changes to be made to an application after the deadline
- Eliminating the “regional Councillor” requirement from the former College Rules by incorporating regional diversity into Policy 3 – 100
- Establishing in Policy 3 – 100 the responsibility of the Nominations Committee chair to contact incumbent Councillors regarding their intention to apply for reelection
- Using a voting platform that is clear and easy to use – the College database portal

## 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 84 potential nominees, interviewed seven registrants, and qualified six 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 2022 election process are:

-  Appoint the Nominations Committee at the June Council meeting. (This will allow more time for members to reach out to potential candidates.)
-  Review Councillor self-assessment tool for enhancement
-  Use the Nominations Committee as a vehicle to suggest other volunteer opportunities with the College when soliciting prospective candidates
-  Refine in advance the existing scoring system tool for evaluating applicants
-  Improve platform for document sharing
-  Ensure non-evaluating committee members have sufficient access to applicant evaluations before discussion and approval
-  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