

## BRIEFING NOTE

**TO:** Board of Directors

**FROM:** Governance Committee

**DATE:** December 5 and 6, 2022

**SUBJECT:** Pre-Election / Pre-Appointment Screening Policy

☒ For Decision

☐ For Information

☐ Monitoring Report

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**Purpose:**

To review a proposed new policy relating to the screening process for candidates for election and/or appointment.

**Background:**

In 2021 the board introduced a set of core competencies that all candidates for a position on the board or committees would need to demonstrate before they are eligible to run for election or stand for appointment. The board also approved a process for screening candidates against the competencies by establishing a Screening Committee that conducts pre-election/pre-appointment interviews.

**For Consideration:**

The requirements for candidates to undergo a screening process are enshrined in bylaw, however a need has been identified for a policy that sets out additional criteria relating to the screening process to ensure that the process is fair, efficient and transparent. In particular, the proposed policy would establish a time frame for when individuals who had previously undergone a screening interview would have to repeat the process.

A proposed policy is attached for the board's consideration (**Appendix A**). If approved, it would be added to the Governance Process section of the Governance Manual.

**Public Interest Consideration:**

The screening process is a vital tool to ensure that board and committee members possess the necessary competencies to carry out the COO's public interest mandate. It is important that the process be fair, efficient and transparent.

**Diversity, Equity and Inclusion Considerations:**

It is incumbent on the board to consider whether the proposed policy is consistent with the COO's organizational values relating to diversity, equity and inclusion.

**Action:**

That the Committee consider whether to recommend the proposed Pre-Election / Pre-Appointment Screening Policy to the board for consideration at its next meeting.

## Appendix A

### POLICY TYPE: GOVERNANCE PROCESS

#### 4.XX Pre-Election / Pre-Appointment Screening Policy

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The COO Board is committed to ensuring that the process for screening candidates for the board or committees will be robust, efficient and transparent. Accordingly, the Board will:

1. Establish pre-election and pre-appointment competencies (the “Competencies”) in the manner set out in the COO by-laws. The Competencies will be reviewed on a regular basis (at least every 3 years) to ensure they continue to meet the board’s needs and are consistent with the COO’s mandate.
2. The Competencies will be published on the COO’s website annually at least 60 days prior to the close of nominations for election or the deadline to apply for Appointed Member positions.
3. All candidates for election or appointment shall participate in a screening interview before the Screening Committee unless it has been less than 3 years since they were last determined by the Screening Committee to have met the Competencies. For clarity, board members who are running for re-election following a 3-year term will be required to participate in a new screening interview before they are eligible to run for re-election.