



## Appointments Committee – Terms of Reference

<b>Policy Review Frequency:</b> Every five years	<b>Approved By:</b> Council
<b>Date Approved:</b> August 24, 2001	<b>Date Reviewed/Revised:</b> March 5, 2026

### Mandate/Purpose:

The Appointments Committee is established to conduct a comprehensive search process for identifying and recommending qualified individuals for appointment to the Council. The Appointments Committee also recommends qualified individuals for appointment to the Complaints Investigation Committee, Inquiry Committee, and the Finance Committee

The Committee ensures that recommended appointments are based on merit, suitability and in accordance with processes and procedures determined by Council. The Committee is committed to promoting diversity and inclusion in all appointments, aiming for a composition that reflects a broad range of backgrounds, experiences and perspectives.

### Responsibilities and Products:

The committee is responsible for the following:

#### a) Council Appointments

1. Conducting a transparent and inclusive search process for candidates to fill vacancies on the Council;
2. Reviewing and assessing candidates for Council appointments, ensuring they meet the required qualifications, experience and competencies;
3. Recommending suitable candidates to the Council for appointment, with consideration for enhancing the diversity of Council;
4. Regularly reviewing the composition of Council to ensure the composition reflects an appropriate blend of skills, knowledge, experience and perspectives; and
5. Periodically reviewing the search process to ensure it is effective, inclusive and transparent.

Note: The Appointments Committee is not responsible for filling vacancies among public representatives positions that are appointed to Council by the minister under subsection 13(2) of The Regulated Health Professions Act.

**b) Committee Appointments**

1. Reviewing recommended candidates for appointment to the Complaints Investigation Committee, Inquiry Committee, and Finance Committee ensuring they meet the required qualifications, experience and competencies; and
2. Recommending suitable candidates to the Council for appointment to these committees, with consideration for enhancing their diversity.

**Composition (Positions):**

The Appointments Committee will be comprised of:

- Three members of Council, one of whom will be a public representative and two of whom will be a Registered Nurse; and
- One member of the public does not sit on Council.

The Council shall appoint the Committee Chair.

**Quorum:**

Quorum for the Committee shall be two out of four Committee Members.

**Term:**

The term for members of the Committee shall cease upon ceasing to be a Council Member. The term for the non-Council member of the Committee is for three years. No more than two consecutive terms are permitted.

**Authority and Reporting:**

This committee reports to the Council and makes recommended appointments to the full Council.

**Meeting Schedule:**

Meetings will be held as necessary at the call of the Chair.

**Staff Support:**

The Appointments Committee is supported by the Chief of Policy and Strategy and other staff as needed.