

Appendix 2.10

**CRNS Competency-based Council Selection and Appointment Process Plan**

KEY MILESTONE	TARGET DATE	PROCESS STEPS
Update Council competencies inventory and conduct gap analysis (will be an annual process and be part of Governance & HR Committee workplan).	October or November annually	<p>Requires Councillors to update profiles. Conducting a gap analysis prior to inviting interested registrants or public to submit applications.</p> <p><b>Governance and HR Committee</b> will send out survey and review survey results to identify gaps with staff support.</p> <p>Following the survey <b>Governance and HR Committee</b> will identify key competencies that should be prioritized when recruiting.</p>
Prepare for recruitment	November/December (before recruitment)	<p><b>Staff</b> review and prepare Materials include:</p> <ul style="list-style-type: none"> <li>• Expression of Interest</li> <li>• Competency-based application form using the updated inventory and gap analysis (to target recruitment)</li> <li>• applicant information package (e.g. position description, competencies, need for references, etc</li> </ul>
<b>Recruitment</b>		
Launch Communications Plan to recruit and invite registrants and/or public members to submit applications	<p>January 2025</p> <ul style="list-style-type: none"> <li>• 2 public members required</li> <li>• 1 Registrant</li> </ul> <p>January 2026</p> <ul style="list-style-type: none"> <li>• 4 Registrant members</li> </ul> <p>January 2027</p> <ul style="list-style-type: none"> <li>• 1 Registrant</li> </ul>	<p>The plan focuses on: How do I apply?</p> <p>Expression of Interest, the application form and applicant information package are posted to CRNS website, emailed out, ads Social media, Linked in etc</p>

<p>Registrants and/or public members submit applications and resumes</p>	<p>4 weeks (January/February)</p>	<p>Ensure confidential submissions are established, including a section for self-identification of information related to access, equity and diversity. To provide adequate time for screening and interviews, three to four weeks are provided for applicants to submit the required materials.</p>
<p>Review of applications and shortlisting of qualified applicants for interview (screening)</p>	<p>February /March</p> <ul style="list-style-type: none"> <li>• May need to extend recruitment into February</li> </ul>	<p><b>Staff will Screen &amp; validate.</b></p> <p>Applicant competencies and attributes to be vetted against Council Competencies and Attributes Profile and gap Analysis.</p> <p><b>Gov &amp; HR Committee</b> will review screened and validated applicants and determine who to interview.</p>
<p>Prepare for interviews</p>	<p>Interviews in March/April</p>	<p><b>Competency-based interview questions</b> to further explore and validate competencies identified by applicants in resumes and application responses. Determine interview format and tools.</p> <p>Confirm interview panel composition and prepare panel members. Conflict of interest will be determined.</p> <p>Interview and selection panel to be formed each year and is recommended to be comprised of four members:</p> <ul style="list-style-type: none"> <li>• Chair of Council</li> <li>• Chair of Gov &amp; HR (or designate)</li> </ul>

		<ul style="list-style-type: none"> <li>• Gov &amp; HR committee member (1 must be a public member)</li> <li>• Executive Director (or designate)</li> <li>• Subject matter expert if needed</li> </ul>
Contact shortlisted applicants for interview	March/April dates TBD	<b>CRNS staff support</b>
Conduct applicant interviews and identify candidates to be recommended for appointment	March/April dates TBD	The interview selection panel noted above
Conduct applicant reference checks	March/April date TBD	<b>CRNS Staff</b> Reference check questions to be developed
Staff prepare a summary for Gov & HR Committee	April/May	<b>CRNS staff</b>
Gov & HR Committee undertakes final review and develops recommendations for the appointment of qualified applicants.	May for June Council <b>Meet before posting date</b>	<b>Gov &amp; HR Committee with staff support</b> prepares a briefing note, how many applied, and how many were interviewed, including summaries of information on candidates recommended
Council reviews and Approves Gov & HR Committee recommendations of candidates for appointment.	June Council <b>BN due 2 weeks before</b>	Briefing note provided to Council. 2 weeks before the meeting  Council approves appointment
Candidates approved for appointment are notified and announced publicly. Approved candidates will be asked to provide bios and photos for updating website	Immediately following June Council	<b>Communication from Council chair (by Executive Assistant)</b>  <b>Communication to registrants and public member. Email, social media</b>
Unsuccessful candidates are notified	Following June Council	Communication Gov & HR Committee/staff support
Onboarding	Following June appt. Prior to September meeting	Orientation
First Council Meeting	September	
<p><b>RISK MITIGATION:</b> In the event there is an insufficient number of applicants who apply or if there is an insufficient number of applicants determined to be qualified for appointment:</p> <ul style="list-style-type: none"> <li>• Council Selection Policy provides for the Gov &amp; HR Committee to retain the services of an external search firm to assist with recruitment.</li> </ul>		