

Policy/Procedure Name:	Nominations Process for Committees
Number:	
Effective Date:	01 SEPT 2011
Revision Date:	08 MAY 2025

Manual:	Governance
Section:	Board Effectiveness
Pages:	1 of 4

Scope

The policy pertains to the Muskoka Algonquin Healthcare (MAHC) Board of Directors and Board Committee Appointee Members.

Policy Statement

The Board, on the recommendation of the Board Chair and Vice Chair, will appoint the Director members of Board Committees.

The Board Chair will review annually with the Governance Committee the process to arrive at a recommendation to the Board on the slate of candidates for Committee Chairs, Vice Chairs (if any), and members of Committees.

The Board, on the recommendation of the Nominations Committee, will appoint the non-Director members of Board Committees (the “**Committee Appointee Members**”).

Guidelines for the Appointment of Directors to Board Committees

- Annually, as part of the nominations process for Directors, the Board Chair and Vice Chair will canvass each Director to obtain expressions of interest in serving on specific Board Committees for the coming year, including interest in assuming responsibilities as Committees Chairs, using a form approved by the Governance Committee.
- The Director members of Board Committees will be appointed annually by the Board, and from time to time as required.
- In nominating specific Directors for assignment to Board Committees, the Board Chair and Vice Chair will have regard for:
 - the preferences of Directors and any desired Board related career paths of Directors;
 - balance of skills and expertise;
 - prior experience in relation to matters before the Committee;
 - the expectation that each Director will serve on at least two Board Standing Committees following one year of experience on the Board;
 - the expectation that each Director will serve at least one year on the Quality &

Last Reviewed Date: 05/09/2025 00:00:00	Signing Authority: Board of Directors
Next Review Date: 05/09/2028 00:00:00	Version: 8.0
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- other criteria as determined by the Board.
- The Board Chair and Vice Chair may consult with the current Committee Chairs to determine their views on Directors and any gaps in skills or expertise on their respective Committee when formulating their final recommendation to the Board.
- The Board, on the recommendation of the Board Chair and Vice Chair, will appoint the Chair of each Board Committee, who will also be a Director. The Chair of each Board Committee will be appointed annually by the Board for a maximum of four one year terms.
- In nominating specific Directors for the position of Board Committee Chair, the Board Chair and Vice Chair will have regard for:
 - the position description for Board Committee Chair;
 - balance of skills and expertise;
 - the preference of Directors;
 - prior experience in relation to matters before the Committee;
 - leadership potential and Board succession planning;
 - Director, Committee Chair, and Committee evaluations; and
 - other criteria as determined by the Board.
- Where there are multiple candidates for the position, the Board Chair and Vice Chair will evaluate the short listed candidates against the criteria outlined above. Confidential notes will be maintained by the Board Liaison containing sufficient detail to permit an independent observer to understand the methodology applied by the Board Chair and Vice Chair, including the weight of various factors, in coming to its recommendation.
- The Board Chair and Vice Chair may consult other Directors to determine their views on the candidates in formulating the final recommendation to the Board. The Board Chair and Vice Chair will consult with the Nominations Committee to determine if any incumbent Directors are not being recommended to stand for re-election.
- To the extent practical, the Board Chair and Vice Chair's deliberations will be completed by May 30 of each year. The Board Chair and Vice Chair will recommend to the Board the required number of candidates for appointment as Director members and Chairs of Board Committees.

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Guidelines for the Appointment of Committee Appointee Members to Board Committees

- The Committee Appointee Members of Board Committees will be appointed annually by the Board for a renewable one-year term.
- Annually, the Nominations Committee, in consultation with the Board Chair and/or the Chair of each Board Committee:
 - identifies the specific skills and expertise required by the Board Committees;
 - invites formal applications by interested individuals on a standard form which will be submitted to the Secretary and forwarded to the Chair of the Nominations Committee for review;
 - advertises the opportunity for Committee Appointee Member appointments through print and other accessible media with a reach throughout the Corporation's Catchment Area as well as the Corporation's website;
 - all advertisements will offer accommodations throughout the recruitment process for individuals who have accessibility needs in order to participate including, as an example, physical, verbal, visual, and auditory accommodations. Advertisements will include information on how to request any accommodations that may be needed;
 - identifies a short-list of candidates for interview by the Nominations Committee, and evaluates the candidates against the criteria established by the Nominations Committee. The applicable Committee Chair may be invited to participate in any interviews by the Nominations Committee. The Nominations Committee will ensure that minutes are kept with respect to deliberations on potential candidates, including the rankings and perceived strengths and weaknesses of each candidate. Confidential notes will be maintained by the Board Liaison containing sufficient detail to permit an independent observer to understand the methodology applied by the Nominations Committee, including the weight of various factors in coming to its recommendation;
 - ensures each Committee Appointee Member meets the same qualifications as that for Directors as outlined in section 3.3 of the Corporate By-law and that no "Excluded Person" be eligible for appointment as per section 1.1 (o) of the Corporate By-law.

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- obtains personal and criminal reference checks for the candidates selected for appointment by the Board; and
- recommends the required number of candidates to the Board for appointment as Committee Appointee Members of Board Committees at the first Board meeting following the annual Members' meeting.
- The Board may permit a position for a Committee Appointee Member to remain vacant if no suitable candidate is identified.

Cross Reference

Position Description for Board Officers and Committee Chairs Policy

Corporate By-law

Notes

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