

Nominations Process for Board Appointments to the NSRDDA Board

Policy Number: G-08.14.01	Next Review Date: 2031
Approved by: NSRDDA Board	Approval Date: November 3, 2025; amended February 8, 2026

1. Purpose

This nominations process outlines the steps by which the NSRDDA Board appoints members to its Board, excluding public representatives appointed by the Governor in Council. The objective is to ensure an open, merit-based, equitable, and competency-aligned appointment process that builds an effective and competent Board with the capacity to lead the organization and advance the regulator's public interest mandate.

2. Scope

This policy applies to all nominations and Board appointments to the NSRDDA Board.

3. Policy Statement

(a) Responsibilities

The **Governance and Human Resources (GHR) Committee** oversees the nominations and appointments process for Board appointments to the Board. The Committee:

- Receives training in unconscious bias and equitable assessment
- Monitors the expiry of Board members' terms and identifies upcoming Board vacancies
- Reviews the Board's Competency Matrix and recommends any changes thereto
- Collects demographic data (voluntarily and confidentially) to evaluate the effectiveness of EDIRA recruitment strategies
- Identifies skills gaps and diversity needs
- Evaluates and recommends candidates for appointment
- Evaluates recruitment outcomes to ensure alignment with the Board's EDIRA goals and makes continuous improvements

The **Board** approves Board-appointments to the NSRDDA Board and ensures that they reflect the regulator's public interest and EDIRA commitments.

The **Registrar and staff** provide administrative support, accommodations, and inclusive process throughout recruitment.

(b) Eligibility Criteria

The candidates must meet the eligibility criteria set out in the Board's Governance Policy on Eligibility Criteria for Appointments to the NSRDDA Board and Statutory Committees.

(c) Call for Applications

For the first Subsequent Board, the GHR Committee, through the Registrar or the Executive Assistant, shall issue a call for applications from existing registrant Board members whose terms will not expire by May 1, 2026. Such applicants will be assessed in accordance with the Board Competency Matrix and other requirements of this policy.

- If applications from existing Board members do not fulfil the requirements set out in the Board Competency Matrix, the normal procedure outlined below will be followed to generate additional applications for consideration.
- For additional clarity, the call for applications being initially only to existing Board members is a one-time transitional process. In the future, the procedures outlined below will apply.

The GHR Committee, through the Registrar or Executive Assistant, will issue a **call for registrant applications**, which includes:

- Role profile and term length
- Required competencies and attributes
- Application deadline and submission instructions
- Selection process overview

Consistent with EDIRA-aligned practices, the recruitment process will:

- Use inclusive, plain language in the call for applications
- Advertise widely, including through professional networks and organizations serving equity-deserving communities

(d) Application Process

Applicants submit:

- A resume/CV
- A cover letter addressing relevant competencies
- Optional self-identification questionnaire

The Committee will:

- Ensure the submission process is simple, transparent and accessible
- Through the Registrar, offer alternative formats and accommodations upon request

- Use application forms that invite self-identification on an optional basis to support diversity tracking (with privacy protections in place)

(e) Candidate Evaluation

The Governance and Human Resources Committee:

- Reviews applications against the Board's Competency Matrix
- Conducts structured interviews using a competency-based approach that values both formal qualifications and lived experience
- Where feasible, ensures diverse representation on the interview panel
- Shortlists candidates based on skills and experience, strategic fit, and representation of underrepresented groups
- Conducts reference checks for shortlisted candidates

If a registrant member of the GHR of the Initial Board applies for a position on the first Subsequent Board, that person shall not participate in the review and recommendation of applicants. The Board may appoint an interim replacement to the GHR Committee for these purposes if requested by the GHR Chair.

(f) Recommendation and Appointment

The Governance and Human Resources Committee presents a slate of recommended candidates to the full Board. The Board:

- Reviews the recommendations
- Votes to approve appointments by majority resolution

The Board's decision is documented in the meeting minutes.

(g) Commitment to EDIRA Principles

The NSRDDA is committed to embedding Equity, Diversity, Inclusion, Reconciliation, and Accessibility (EDIRA) in all aspects of our governance, including appointments to our Board and Statutory Committees. We believe that embracing these principles strengthens our ability to regulate effectively, protects the public, and reflects the diverse communities we serve.

We encourage applications from all qualified candidates, including those from underrepresented and equity-deserving groups.

5. Monitoring and Policy Review

The Chair of the Governance and Human Resources Committee will ensure that this policy is reviewed in accordance with the Board's policy review cycle or as required by significant operational or environmental changes.

6. Accountability

The Board Chair and the Chair of the Governance and Human Resources Committee are accountable for ensuring compliance with this policy.