APPENDIX 1

UTILITY AND REVIEW BOARD APPOINTMENTS

Guidelines to Ensure Appointments Based on Merit

A. **Composition of Advisory Committee**

1. When the Minister responsible for the Utility and Review Board determines that an appointment to the Utility and Review Board is desirable the Minister shall establish an Advisory Committee composed of:

   (a) the Chair of the Utility and Review Board or designate;

   (b) two lay representatives appointed by the Minister from among the four lay representatives appointed to the Judicial Appointments Advisory Committee;

   (c) a human resource professional appointed by the Deputy Minister of Human Resources;

   (d) in the case of a full time appointment,

      (i) a member of an administrative tribunal of another Province, and

      (ii) if there is an identified need for an appointee holding a specific professional designation, a representative of the professional association.

2. The Advisory Committee shall be chaired by the human resource professional.

3. The Committee may consider and give advice on one or more competitions.

4. Members of the Committee appointed pursuant to clause 1(b) shall receive the same remuneration as members of the Judicial Appointments Advisory Committee. The Chair or designate of the Chair of the Utility and Review Board shall receive no remuneration.

5. The Utility and Review Board shall pay all reasonable expenses of the Committee and its members.

B. **Criteria to be Applied by the Committee**

The Committee shall use the following criteria when evaluating applicants:

1. Personal characteristics:

   (a) respect for the essential dignity of all persons regardless of their circumstances;

   (b) integrity and fairness;

   (c) politeness and consideration for others;

   (d) moral courage;

   (e) punctuality and good, regular work habits;

   (f) good health except to the extent that any physical or mental disability would not reasonably preclude performance as a member;

   (g) not involved in serious, unresolved professional complaints, civil actions or outstanding financial claims such as unpaid taxes or insolvency proceedings; and

   (h) an absence of pomposity and authoritarian tendencies.

2. Intellectual ability:

   (a) fair and open-minded;

   (b) flexible and not unreasonably rigid;

   (c) able to make decisions promptly or within a reasonable period of time;

   (d) patient; and

   (e) good listening skills.

3. Professional Excellence:

   (a) an interest in and some aptitude for the administrative aspects of the Board's responsibilities;

   (b) good writing and communication skills; and

   (c) where a professional designation has been identified as a requirement for appointment by the Chair of the Utility and Review Board and the Ministers, candidates shall have:

- good standing in the designated professional organization
- at least five years in the professional; and
- a record of achievement in the profession.

4. Community awareness and understanding:

   (a) a commitment to public service;

   (b) awareness of and interest in knowing more about the matters coming before the Utility and Review Board;

   (c) sensitivity to changes in social values relating to matters coming before the Utility and Review Board; and

   (d) the ability to understand the public policies inherent in matters coming before the Utility and Review Board.

5. The Committee will recommend the appointment of a well qualified person from an under represented group if no one else is clearly better qualified.

C. **Advertising and Selection Process**

1. All vacancies to be filled will be advertised.

2. In the case of full time positions, advertising particular to the position will appear throughout the Province and , at the discretion of the Committee, in a national publication.

3. The Committee will consider written material submitted in support of an application and will interview applicants as it considers desirable.

4. The Committee will assess applicants and make notes regarding strengths and weaknesses of each.

5. The Committee will submit to the Minister responsible a shortlist or recommended candidates with a precis of information about each.

6. The shortlist will normally contain not fewer than three nor more then six candidates and candidates will not be ranked in order of the Committee's preference.

7. To ensure that the Government is given full and frank advice, the reports of the Committee will not be disclosed except to members of the Executive Council or persons preparing material for consideration by the Executive Council. All reports from the Committee will be kept strictly confidential.

8. Where advice received from the other sources appears to be at variance with that of the Committee, the Minister may ask the Committee for a reassessment.

9. The Governor in Council has the ultimate responsibility to make appointments under the *Utility and Review Board Act.*