



# Tips and Tricks: Q&As

Things to keep in mind when  
coordinating ABC appointments

June 23, 2021

# Using/updating the Database

- Check information in the database before you start preparing documents to ensure it is accurate and consistent with your own files; if not, work with the GAU to resolve issues asap
- Immediately advise the GAU of any changes to the qualifications, remuneration, contact information, etc, so the database can be updated, and update board profiles as needed
- Run regular reports on upcoming vacancies and plan ahead
- Regularly review and update Department Stakeholder list

# Using/Updating the Database

- Check that applications and nomination letters are received through the online application system; applicants must submit their application package through the online application system
- Update screening information as screening steps are completed
- Enter Ministerial Selection Package information when selection packages are sent to the Minister, and update when the decision is received from the Minister. For reporting purpose each step in the process needs to be updated as it happens.
- Inform GAU which position is being filled when there is more than one vacancy on a board and members continue to sit until replaced
- Enter the date the appointment letter was sent to appointee advising of appointment

# Using/Updating the Database

- Remember:
  - Current board members who wish to be reappointed must apply through the online application system and be screened before they can be reappointed
  - Individuals nominated/recommended by outside organizations are required to have their nomination letters uploaded as apart of their application package
  - For non-adjudicative/non-HR appointments: Resumes or, at a minimum, “tombstone information” must be provided for civil servants so that GAU can create applicant profiles. Department/notification letters must be filed with the GAU
  - Applications are deactivated for the following reasons: after two years; when the applicant is found ineligible; applicant withdraws their application; or the applicant passes away. Any notification of resignation or when a member passes away needs to be forward to the GAU as soon as possible.
  - Resignations from OIC appointments may only be recorded in the database once an OIC has been issued revoking the appointment. Please forward any resignations the Department receives so that the GAU is aware that an R&R revoking the appointment will be forthcoming from the Department.
  - Resignations from Ministerial appointments may be recorded immediately but departments must send ministerial letters acknowledging resignations (ideally, with copies to GAU)

# Other tips

- Get familiar with the non-adjudicative ABC appointments procedure manual, terms of reference and templates
- Complete screenings as soon as possible - its is recommended that applicants be updated on their eligibility
- If an application is older then 12 months, check with the applicant to ensure they are still interested in being considered for appointment. You can also check with proposed appointees before appointment paperwork is prepared to ensure they are still willing to serve
- Submit appointment paperwork asap; HR Committee calendar deadlines are the absolute *latest* dates that submissions should be filed; you can and are urged to submit documentation sooner!
- The GAU will review draft documentation to assist the Departments if requested
- OICs are generally issued within a few days of HR Committee or Cabinet approval

# Other questions

- Can application packages of appointees be released?
  - it depends; consult with your IAP Administrator and GAU
- What happens when an appointee's term expires?
  - if they serve until replaced, their name remains on the membership list
  - if they do not serve until replaced, their name is automatically deactivated on the expiry date and removed from the board membership list
- Who can serve as a “lay member” on an advisory committee for adjudicative boards?
  - non civil servants

# Other questions

- Are reference checks required?
  - reference checks are required for adjudicative appointments; and may be required for some non-adjudicative appointments
- Will applicants be notified if they are found to be “ineligible” for appointment?
  - through the online application system, applicants can monitor the status of their application; departments should be prepared to provide detail if contacted. It is recommended that Departments e-mail ineligible applicants providing them with ineligibility details
- Can an appointee’s original term be extended if they are going to be reappointed?
  - no; reappointment paperwork must be filed. The only exception is when the legislation for the ABC contains a successor clause, which allows members to serve until replaced

# Other questions

- Can an appointee take a leave of absence?
  - no; an appointee remains a member until their appointment expires or is revoked
- Can an individual serve on more than one board?
  - ideally, individuals serve on one at a time, however, they can be appointed to more than one should the situation occur; check the Procedure Manual for circumstances where it may be necessary or desirable to appoint someone to two or more boards (also check the manual for general rule RE: eligibility)



# Questions/Discussion

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