

BCCNM STRATEGY, GOVERNANCE, AND RECONCILIATION

# 2023 Board Election

Guide for Applicants



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## Territorial Acknowledgment

With great respect, we acknowledge that BCCNM’s office is located on the unceded territories of the hən̓q̓əmi̓n̓əm speaking peoples—x̱məθḵəyəm (Musqueam) and seííwítulh (Tsleil-Waututh) Nations—and the Sḵw̱wú7mesh-ulh Sníchim speaking peoples—Sḵw̱wú7mesh Úxwumixw (Squamish Nation)—whose historical relationships with the land continue to this day.

BCCNM serves all people living in the traditional and unceded territories of over 200 First Nations and 39 Chartered Métis communities across the province.

## Health Professions and Occupations Act

In late 2022, the provincial government passed new legislation for regulated health professions in B.C. The *Health Professions and Occupations Act* (HPOA), which will replace the *Health Professions Act*, is not yet in effect.

Health profession regulators are currently working with government to understand the upcoming changes and plan for the HPOA. The new Act will provide colleges with several new regulatory tools that will, collectively, make our work more effective.

One change is the elimination of board elections. The HPOA contemplates that all regulatory colleges will move to fully appointed boards, through a transparent, merit- and competency-based process run by an independent office of the government.

BCCNM has experience with government-appointed boards as the Minister of Health appointed the inaugural boards for both its predecessor college, BCCNP, and BCCNM. Our board positions have, for several years, been split equally between public and professional members.

BCCNM has been informed by government that the HPOA will not impact this board election cycle. However, the term duration of board members elected in this cycle may be affected when the HPOA is implemented.

Please visit the Ministry of Health [Professional Regulation](#) site for more information.

If you have questions or wish to speak with us before completing your nomination application, please email [election@bccnm.ca](mailto:election@bccnm.ca)

## Introduction

As a health regulator, BCCNM has a legal obligation to protect the public through the regulation of five distinct professions: licensed practical nurses, nurse practitioners, registered nurses, registered psychiatric nurses, and midwives. BCCNM works to foster unshakeable confidence in nursing and midwifery care, by:

- making sure each registrant is trained, credible, and ready to support those at their most vulnerable;
- addressing gaps in competency;
- setting standards of safe, ethical practice;
- assessing nursing and midwifery education programs;
- establishing requirements for registration; and
- addressing complaints about nurses and midwives.

The [Board](#) is BCCNM’s governing and oversight body, established by the *Health Professions Act* (from which it receives its authority). The Board works to ensure BCCNM has the resources, leadership, and strategic focus to meet its legal obligations and that the college concentrates its efforts on work that has the greatest impact in reducing the risk of harm to the public, in accordance with its mandate.

The Board was first appointed by the Minister of Health upon the amalgamation of the BC College of Nursing Professionals and the College of Midwives of BC in September 2020. It is composed of five members of the public and five registrants (one from each of the regulated professions).

This year, BCCNM will be holding an election for the three registrant board member offices that will become vacant when terms end on December 31, 2023 (one **Licensed Practical Nurse** position, one **Nurse Practitioner** position, and one **Registered Psychiatric Nurse** position).

Sections 2 to 8 of the [BCCNM Bylaws](#) describe the requirements for holding an election and the rules by which it must be administered. This guide is designed to assist you in making an informed choice should you decide to stand in this year’s election for a seat on the board. It explains, at a high-level, the work of the Board and the commitment required to be a BCCNM board member. Additional resources are also linked, where relevant.

## Contact information and important dates/deadlines

Before completing the nomination application, please email us at [election@bccnm.ca](mailto:election@bccnm.ca) if:

- you wish to obtain further information about the Board, application process, or election (we will schedule time for you to speak with [Louise Aerts](#), BCCNM’s Chief Officer of Strategy, Governance, and Reconciliation);
- you require support in completing the nomination application;
- you have technical issues with the online form; or
- if links to the resources embedded in this guide and nomination application do not work.

<b>Notice of Election</b>	no later than Thursday, August 31, 2023
<b>Nomination Period</b>	Thursday, August 31, 2023 - Tuesday, October 3, 2023
<b>Deadline for submitting nomination applications*</b>	Tuesday, October 3, 2023
<b>Voting Period</b>	Tuesday, October 31, 2023 – Friday, November 10, 2023
<b>Announcement of election results</b>	as soon as practicable after Friday, November 10, 2023
<b>Newly-elected board member term of office begins</b>	January 1, 2024

\*Please note that late nomination applications will not be accepted.

## Regulatory Philosophy

The following principles reflect BCCNM’s values about how it regulates to protect the public to optimize impact. These define the essence of the college’s character, providing the lens through which its staff, committees, and board approach the design, delivery, and evaluation of regulatory programs, tools, processes, and policies.

### PREVENTING HARMS

We believe in preventing harms to patients and the public whenever possible. We seek to reduce harm by being proactive and preventive. To do this, we implement tools and systems to anticipate, assess, and measure risk. When harms occur, we respond and offer registrants help with compliance or, if needed, take further measures.

### JUST AND EQUITABLE CULTURE

We believe in upholding the rights of Indigenous Peoples as set out in the *United Nations Declaration on the Rights of Indigenous Peoples* by understanding and upholding those rights, recognizing the impacts of settler colonialism, practising cultural safety and humility, addressing Indigenous-specific racism, and creating regulatory pathways for Indigenous ways of knowing and being.

We believe in justice, equity, diversity, and inclusion in the regulation of health professionals, which means being person- and family-centred in our approach and customizing our work to meet people where they are. We aim to identify, remove, and prevent systemic inequalities for all people.

### RIGHT-TOUCH

We believe in the Right-Touch approach of using the minimum regulatory force needed to achieve the desired results. We use the Right-Touch principles of being proportionate, agile, targeted, consistent, accountable, and transparent. We apply Right-Touch within a complex system, by bringing deep knowledge, skill, ability, self-reflection, and judgement to every decision we make.

### EVIDENCE-INFORMED AND RESULTS-ORIENTED

We believe in seeking, applying, and, when needed, developing information to inform our decision-making. We establish performance measures, including process and outcome measures, to evaluate our work and optimize our impact.

### COLLABORATION AND ENGAGEMENT

We believe that working within a large complex healthcare system, we need to collaborate with system partners, including other regulators, because it has the greatest impact in reducing harm to the public. We recognize that our regulatory actions are more effective and targeted when we purposefully engage with our partners and the public we serve.

### LEADERSHIP AND INNOVATION

We believe, as one of the largest health profession regulators in Canada, that we have an important leadership role in protecting the public. We recognize the environment we work within is complex and at times we need to incur risk to innovate and drive regulatory change to prevent harm.

## BCCNM Board

### Term of office

Every board member serves a three-year term, up to a maximum of two consecutive terms (six years), commencing on January 1 in the year immediately following the year of the election. For example, if elected this year, new board member terms of office will begin on January 1, 2024.

Please also see *Health Professions and Occupations Act* at page 4 of this guide.

### Role of the Board

Section 18(1) of the Act states that the board “*must govern, control and administer the affairs of its college in accordance with this Act, the regulations and the bylaws*”. Its duties include:

- contributing to and approving BCCNM’s strategy, vision, and regulatory philosophy;
- hiring the Registrar/Chief Executive Officer and monitoring their performance;
- providing oversight of operational matters (e.g., risk oversight, progress against strategic initiatives, effectiveness of regulatory programs, ongoing legal matters, etc.);
- approving standards, policies, and guidelines;
- appointing committee members and committee leadership;
- approving budgets and fees;
- being accountable for BCCNM’s financial sustainability;
- making or amending bylaws; and
- working with other college boards, when required.

### Board governance

In addition to the Act, regulations, and bylaws, board members must adhere to the [Code of Conduct for Board Members and Committee Members](#). This Code describes not only the standards and expectations of conduct expected from board members but the key duties in which those requirements are grounded. New board members are expected to sign a declaration confirming they have read, understood, and will comply with the provisions of the Code at both the beginning of their term of office and each year they serve on the Board.

The Board also has an agreed set of shared values that form the basis of its culture. These values underpin the [Board Composition Matrix](#): a core competency framework that describes the perspectives, skills, knowledge, and experiences essential in supporting the work of the Board in the current regulatory environment.

Additionally, to help board members understand how their meetings are structured and planned, there are approved [Board Meeting Guidelines](#). The Board uses these guidelines to learn how to prepare for meetings, reflect on their personal contributions to discussions and decision-making, and create meeting spaces that nurture trust, respect, and safety.

**If you wish to stand for election, these core board documents will help you to better understand the culture and values BCCNM board members are seeking to learn, cultivate, and maintain.**



## Board committees

There are two types of committee at BCCNM: board support committees, which exist to support the governance oversight work of the Board; and regulatory committees, which exist to support the core programs that deliver on BCCNM's legislated mandate.

There are currently seven regulatory committees established under section 25 of the bylaws. These committees each comprise a blend of registrants and members of the public and are accountable to the Board (although some have authority under the Act to make decisions independent of it).

The three board support committees are:

- **Finance and Audit Committee.** This committee provides advice and recommendations to the Board on financial and risk administration matters.
- **Governance Committee.** This committee ensures the governance framework of the college supports the Board in meeting the college's legal mandate (i.e. structures, processes, and procedures).
- **Registrar Oversight Committee.** This committee oversees and facilitates matters pertaining to the performance and compensation of the Registrar/CEO.

It is BCCNM's practice to have board members serve on board support committees but not hold positions on regulatory committees.

## Diversity, equity, and safety

BCCNM is taking active steps to improve the level of diversity currently on its Board and committees by reviewing its internal practices and structures. We are engaging in recruitment and outreach to Indigenous, racialized, and marginalized communities who are most often underrepresented or excluded from regulatory roles or leadership.

BCCNM's long-term goal is to create a diverse and equitable board governance structure that provides and promotes relevant and ongoing education, removes barriers to inclusion, and sustains the cultural and emotional safety and wellbeing of board members as they do their important work.

## Time commitment

Being a board member requires a significant commitment of time. Before proceeding with your application, you should reflect upon how board responsibilities might affect your day-to-day routine if you are elected.

- There are five scheduled board meetings and five scheduled board strategy sessions each year, generally taking place in January, April, June, September, and November. Board meetings are full 8-hour days and strategy sessions may range from 2 to 8 hours in duration.
- Ad hoc board meetings may be scheduled at any time, sometimes at short notice. Board members are also required to attend the Annual General Meeting and other general meetings, if called.

- If board members are serving on one or more of the board support committees, this will add further meeting and preparation time (potentially up to six half-day meetings a year).
- Board members are expected to attend education sessions or professional development activities organized by BCCNM *and* engage in self-directed learning. The time devoted to board education varies on the basis of the matters under review.
- Board members are required to be well prepared for meetings. Materials are distributed a week before the meeting and, while the actual amount of time may vary depending on the agenda, preparation time may take between 2-6 hours per board meeting.
- For chairs and vice-chairs, additional preparation will be needed, not least for meetings with senior leadership to review agendas, to debrief, or discuss emerging issues.
- Chairs and vice-chairs may be required to attend national, or even international, meetings or events.
- Board members may on occasion be asked to represent the college at regional or provincial meetings or events.

Meetings take place during regular business hours (8:30am - 5:30pm PST). For in-person meetings, travel time is a further commitment. If you live outside of Vancouver and need to travel to the BCCNM offices for meetings, overnight accommodation may also be a factor for you to consider.

## Board compensation

The bylaws provide for board members to be remunerated for time spent participating in BCCNM business. Board members may claim \$75 per hour for meeting and preparation time. Board members may also claim compensation for attending other events such as education sessions, symposia, conferences, etc., subject to available budget funds and approval from the Registrar.

Board members may also claim reimbursement of any expenses incurred in connection with their board responsibilities, such as travel, transportation, accommodation, parking, or meals.

As compensation is considered taxable as employment income by the Canada Revenue Agency, payroll taxes will be applied and board members are issued an annual T4 tax form.

If you are uncertain about participating in the election for a board seat this year, you may instead apply to serve on a regulatory committee to gain insight and experience into how a health regulatory college operates.

Please visit the [Committee Recruitment](#) page on the BCCNM website if you wish to obtain further information.

## Nominations

### Who may apply

Three registrant board member offices will become vacant when terms end on December 31, 2023, being one **Licensed Practical Nurse** position, one **Nurse Practitioner** position, and one **Registered Psychiatric Nurse** position.

You are invited to complete a nomination application for the upcoming **Licensed Practical Nurse (LPN)** board seat if you are currently registered in one of the following classes:

- practising LPN
- provisional LPN
- non-practising LPN

You are invited to complete a nomination application for the upcoming **Nurse Practitioner (NP)** board seat if you are currently registered in one of the following classes:

- practising NP
- provisional NP
- non-practising NP

You are invited to complete a nomination application for the upcoming **Registered Psychiatric Nurse (RPN)** board seat if you are currently registered in one of the following classes:

- practising RPN
- provisional RPN
- non-practising RPN

If you are registered in more than one of these three registrant classes, you may only apply for one of the board seats becoming vacant.

We appreciate that it takes time to write strong candidate statements. To help you prepare, we have appended the questions from the nomination application at the end of this guide.

Take time to work through the questions before adding your responses into the online nomination application. Are you eligible to become a board member? Do you have all your professional, education, and governance credentials to hand? Are there examples outside of your professional life you might wish to share? How might you describe yourself in a way that feels safe to you and will help the Governance Committee learn who you are and, ultimately, enable voters to make an informed decision?

## General notes on completing the nomination application

The nomination application is an online form. This is the only format you may use to submit your nomination and it will need to be completed in one sitting as there is no “save” function once you have started.

When you are ready to complete the online form, please:

- complete every section;
- write in plain language and avoid using industry jargon, acronyms or abbreviations;
- adhere to character limits where specified;
- proofread your nomination application carefully prior to submission; and
- retain a copy for your own records.

We suggest you complete your nomination application as early as possible in case there are any technical or editing issues. You may contact us at [election@bccnm.ca](mailto:election@bccnm.ca) if you have questions or require clarification on any sections of the application.

Early submission of your nomination application will also provide the Governance Committee with ample time to seek clarity from you as needed.

## Nomination application

### Part A - Eligibility for election

Part A of the nomination application sets out 22 questions based on the eligibility criteria from section 3 of the bylaws [Appendix 1]. The Governance Committee will check your responses to these questions before reviewing the rest of the nomination application to ensure you are eligible to serve as a board member.

Your responses must be accurate as at the end of the nomination period regardless of when you submitted the application (i.e. October 3, 2023). For example, if you ordinarily reside in British Columbia but will no longer be a resident from October 3, you must answer ‘no’ even if the nomination application is submitted to BCCNM prior to that date.

You may provide additional information to the Governance Committee:

- when answering ‘yes’ to a question on the nomination application prompts for further context;
- where a ‘yes’ or ‘no’ response does not fully articulate your circumstances; or
- if you are uncertain of what your circumstances might be on October 3, 2023.

If you are concerned your responses to questions 2, 5, 6, and 9-16 will cause you to be disqualified, you may, after submitting your nomination application, email a written request to [election@bccnm.ca](mailto:election@bccnm.ca) asking the Governance Committee to review your circumstances but only if you believe such a disqualification will breach your rights under section 14 of the [Human Rights Code](#). The Governance Committee will consult with legal counsel before making any determination about your eligibility in such instances.

## Part B - Personal information

Part B of the nomination application asks for your personal information [Appendix 2]. The first section is used internally for verification purposes only and, apart from your name, none of this information will be disclosed or published.

The following items from the second section will be published as part of your candidate profile:

- your name and professional designation(s);
- the municipality or other community in BC where you ordinarily reside;
- if applicable, the name of your current employer and a summary description of your current employment responsibilities (this may include volunteer positions);
- the total number of years you have been in practice; and
- a summary description of your current and previous board membership(s) and regulatory experience.

Please ensure your information is accurate and up to date. We may, on the Governance Committee's behalf, follow up with you to verify the information you provide or contact outside parties to confirm your eligibility (e.g. to obtain an updated criminal records check).

You do not need to provide a résumé with your nomination application.

## Part C - Candidate statements

In Part C of the nomination application, you will be asked to provide responses to four questions which will be published as your “candidate statements” on the BCCNM website and linked to the election ballot [Appendix 3].

BCCNM has a values- and competency-based board. To fully appreciate and understand the commitment required and the core competencies expected from both individual board members and the Board as a whole, we strongly recommend that you read the [Board Composition Matrix](#) and this year's *Board Composition Assessment*. These documents may help you identify which strengths to highlight and the perspectives you have that will add value to the current Board. Draw on examples from all areas of your life: your personal values, skills, and behaviour are as important as academic or professional accomplishments.

Again, please remember to carefully read your candidate statements before submitting your nomination application. Other than typographical corrections, we will publish your candidate statements as received.

If you are a candidate who has the specific competencies required to meet the priorities identified by the Governance Committee, as published in this year's *Board Composition Assessment*, the Committee may include a notation stating this on your candidate profile and/or the ballot.

## Privacy notice and consent to public disclosure of personal information

The nomination application includes a privacy notice and consent to disclose. You must read this notice carefully. If you agree to the terms, please check the box where indicated. If you have any questions or concerns regarding the collection, retention, and disclosure of your personal information, you may contact the BCCNM Privacy Officer at [privacy@bccnm.ca](mailto:privacy@bccnm.ca).

If you choose not to provide your consent, we will not be able to proceed with your nomination application and it will not be reviewed by the Governance Committee.

## Submitting the nomination application

The final part of the nomination application will ask you to:

- confirm the specific board seat for which you are seeking election;
- acknowledge you will observe the provisions of the Act, regulations, bylaws, and election procedures;
- authorize BCCNM to obtain supplemental information to confirm your eligibility as a potential board member (if required);
- confirm the information you have provided is true, accurate, and complete, and acknowledge that any false or misleading statements may result in your disqualification as a candidate; and
- state you understand you are required to swear or affirm an oath of office if you are elected to the Board.

Please remember to check the box where indicated to confirm your declarations and electronically sign and complete your nomination application.

You can submit your nomination application at any time during the nomination period, i.e. between August 31 and October 3, 2023. The time and date that BCCNM receives the nomination application will be deemed the time and date of receipt. As late applications will not be accepted, we again ask that you endeavour to complete your nomination application as early in the process as possible.

You must email [election@bccnm.ca](mailto:election@bccnm.ca) immediately if, after submitting your nomination application:

- there is a substantive amendment that needs to be made to your nomination application;
- a situation arises that may affect your eligibility to become a board member; or
- you wish to withdraw your nomination application.



## Election

### Confirmation of election

Once the nomination period has closed, the Governance Committee will review all nomination applications received, along with any additional information. The Committee will first determine which applicants are eligible to become board members and, using the [Board Composition Matrix](#) and this year's *Board Composition Assessment*, will identify the applicants who best meet the prioritized competencies.

The Governance Committee is expected to complete its review of nomination applications on October 13, 2023. As soon as possible after this meeting, you will be notified that:

- you have been elected by acclamation (i.e. if there are an equal number of candidates to vacant board offices); *or*
- an election will proceed and your name has been added to the final ticket of qualified candidates; *or*
- your application has been disqualified by the Governance Committee for not meeting eligibility requirements.

If your nomination is ineligible, the Governance Committee will provide its reasons for disqualification. The Governance Committee's decision is final but does not preclude you from applying to take part in future elections.

### Ballot and online candidate profile

BCCNM will publish candidate profiles on its website and link this page to the online ballot. As noted above, your candidate profile will include:

- your name and professional designation(s);
- the municipality or other community in BC where you ordinarily reside;
- if applicable, the name of your current employer and a summary description of your current employment responsibilities (this may include volunteer positions);
- the total number of years you have practised as a nurse or midwife (whichever is applicable);
- a summary description of your current and previous board membership(s) and regulatory experience; and
- where applicable, a statement from the Governance Committee indicating that, in the Committee's opinion, you have the competencies prioritized and published in this year's *Board Composition Assessment* (if the Governance Committee directs the Registrar that such a statement should be included in the candidate profile/ballot).

Candidate names will appear on the ballot in alphabetical order.

### Withdrawing from the election

If you wish to withdraw from the election after your candidacy is confirmed, please email the Registrar at [election@bccnm.ca](mailto:election@bccnm.ca).

## Voting period

The election will be hosted online and the voting period will begin at 8:30am PST on October 31, 2023 and end at 4:30pm PST on November 10, 2023.

BCCNM registrants eligible to do so may vote for any candidate running for election regardless of the registrant class in which the voter or candidate is registered. Registrants may cast one vote each for the LPN, NP, and RPN seats.

For clarity, this means that any practising, non-practising, or provisional licensed practical nurse, licensed graduate nurse, midwife, nurse practitioner, registered nurse, or registered psychiatric nurse, *who are in good standing*, may vote for any candidate running for the LPN board seat, and the NP board seat, and the RPN board seat (three votes in total).

As a candidate, you may also vote in the election.

Eligible voters will receive an email when the voting period opens and again when it closes.

## Campaigning

We neither expect nor require you campaign as a candidate. Should you choose to campaign or communicate about the election, any associated expenses you incur will not be reimbursed by BCCNM.

## Election conduct

If you do, however, choose to communicate about the election during the voting period, you must:

- keep your interactions with voters factual and accurate;
- be honest about your relationships, opinions, and identity, and immediately correct any information communicated that is found to be misleading or inaccurate;
- not use the BCCNM logo or brand;
- not make any statements purporting to be on behalf of BCCNM or the Board; and
- not apply any undue influence or pressure on registrants exercising their right to vote, nor offer financial incentives or other considerations to registrants to encourage or discourage them to vote.

The Registrar is responsible for supervising the conduct of candidates during the voting period and will address any complaints, or reports of disputes or irregularities.

## Election results

Section 8 of the bylaws governs how election results are delivered. As soon as possible after the end of the voting period, you will receive an email of the preliminary election results and the procedure for requesting a ballot recount. Any candidate may request a ballot recount subject to sections 8(2) to 8(5) of the bylaws.

If a recount is not permitted or requested, you will receive a second email with the official (and final) election results.

If you are successful, you will receive a copy of your certificate of election and be invited to take an oath of office or solemn affirmation (which must be done prior to assuming your position as a BCCNM board member on January 1, 2024).

## Glossary

In these guidelines and the nomination application:

“*Act*” means the *Health Professions Act*;

“*board*” means the board for the college under section 17(1) of the Act;

“*board election*” means an election of registrants to the board under section 17(3)(a) of the Act;

“*bylaws*” means the bylaws for the college made under the Act;

“*citation*” is a formal document that sets out the allegations against a registrant and provides notice that there will be a public hearing before the BCCNM Discipline Committee. Citations are typically issued for serious matters where efforts by BCCNM to obtain a resolution by consent has not succeeded;

“*college*” or “*BCCNM*” means the British Columbia College of Nurses and Midwives;

“*conflict of interest*” arises when a person has a personal interest, private interest, or owes a duty to another organization, individual, or entity that could conflict with their duties as a board member of the college. A conflict of interest also exists if a reasonable person believes there is a realistic possibility that a person’s personal or private interest or outside duty could have an improper influence on their decisions or actions as a board member;

“*diversity*” refers to individual and unique human differences, dimensions, qualities, and characteristics such as age, ethnicity, gender, sexual orientation, physical abilities, race, etc.;

“*equity*” recognizes that each person has different circumstances and needs different resources and opportunities to reach an equal outcome;

“*evidence*” refers to the available body of facts or information indicating whether a belief or proposition is true or valid (note: Indigenous culture-based approaches or ways of being are considered evidence);

“*fiduciary relationships*” refer to the special relationships recognized in law in which one party is required to look after the best interest of the other in an exemplary manner. Fiduciary relationships entail obligations and require that fiduciaries act honestly, in good faith, and strictly in the best interest of the beneficiaries of such relationships (e.g. a board member has a fiduciary obligation to act honestly, in good faith, and strictly in the best interests of the organization);

“*healthcare system*” means the organizations, institutions (including governments), resources, and people whose primary purpose is to improve health;

“*in good standing*” means that a registrant’s registration is not suspended and that no limits or conditions have been imposed on their practice;

“*just (as in ‘just and equitable culture’)*” means being fair and reasonable with a focus on identifying system factors that contribute to errors so that changes can be made to improve safety;

*“ordinarily resident”* means the place where in the settled routine of an individual’s life, they regularly, normally, or customarily live. To determine whether a candidate is ordinarily resident in British Columbia, the Governance Committee will consider the relevant facts, including where the individual has the most significant residential ties (e.g. a home, spouse or common-law partner, dependents, etc.);

*“personal information”* has the same meaning as in Schedule 1 of the *Freedom of Information and Protection of Privacy Act*;

*“philosophy”* means a system of principles for guidance in practical affairs;

*“principle”* means a fundamental truth or proposition that serves as the foundation for a system of belief or behaviour;

*“reasonable person”* refers to the common law principle of a hypothetical individual who approaches any situation with an average degree of care, caution, skill, and judgment and takes action having drawn the same conclusions under the same circumstances or having had knowledge of the same facts;

*“registrar”* means the registrar appointed for the college under section 21(1) of the Act;

*“Right-Touch regulation”* is a concept that emerges from the application of the principles of good regulation identified by the Better Regulation Executive (a branch of the UK Government) and promoted by the UK Professional Standards Authority<sup>1</sup>;

*“staff”* means the officers, employees, contractors, assessors, and inspectors of the college;

*“United Nations Declaration on the Rights of Indigenous Peoples”*, adopted by the UN General Assembly in 2007, is a universal framework of minimum standards for the survival, dignity, and well-being of the Indigenous peoples of the world and elaborates on existing human rights standards and fundamental freedoms as they apply to the specific situation of Indigenous peoples; and

*“undischarged bankrupt”* is a person who has declared bankruptcy but still has a legal obligation to repay outstanding debts.

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<sup>1</sup> <https://www.professionalstandards.org.uk/docs/default-source/publications/thought-paper/right-touch-regulation-2015.pdf>

# Appendix 1 – Nomination Application Questions

## PART A – Eligibility for Election

1. Are you a registrant in one or more of the following classes of registrants?
  - a) practising LPN
  - b) provisional LPN
  - c) non-practising LPN
  - d) practising NP
  - e) provisional NP
  - f) non-practising NP
  - g) practising RPN
  - h) provisional RPN
  - i) non-practising RPN
2. Are you a registrant in good standing?
3. Are you ordinarily resident in British Columbia?
4. Are you in default of payment of any fine, fee, debt, or levy owing to BCCNM?
5. Are you a respondent to an unresolved complaint filed with BCCNM in which a citation has been issued?
6. Are you the subject, in British Columbia, another province, or a foreign jurisdiction, of a pending hearing, or hearing underway, that could result in your entitlement to practise a profession in British Columbia or that other province or foreign jurisdiction being cancelled, revoked or suspended for any reason other than late payment or non-payment of fees?
7. Have you been found by any court, in Canada or a foreign jurisdiction, to be incapable of managing your own affairs?
8. Are you an undischarged bankrupt?
9. Have you, within the last three years, been the subject of a determination under section 39(1)(a) to (e) of the *Health Professions Act*, by the discipline committee or the discipline committee of another college under the *Health Professions Act*?
10. Have you, within the last three years, been the subject of a finding, by a body in another province of Canada or a foreign jurisdiction, that you committed an act that would likely constitute unprofessional conduct under the *Health Professions Act*?
11. Have you, within the last three years, been suspended or removed from office as an elected board member, or the equivalent of an elected board member of another college under the *Health Professions Act*?
12. Have you, within the last three years, been suspended or removed from office as a director or other similar governance position of any other body, in British Columbia, another province, or a foreign jurisdiction that regulates a profession?
13. Have you, within the last three years, been suspended or removed from office as a director or other similar governance position of any other public body in British Columbia, another province, or a foreign jurisdiction?
14. Have you, within the last six years, been convicted of an offence in British Columbia, another province, or a foreign jurisdiction?

15. Have you, within the last six years, had your entitlement to practise a profession cancelled, revoked, or suspended in British Columbia, another province, or a foreign jurisdiction, for any reason other than late payment or non-payment of fees?
16. Have you, within the last six years, voluntarily relinquished your entitlement to practise a profession in British Columbia, another province, or a foreign jurisdiction, with the effect of preventing the commencement or completion of an investigation, review, or other proceeding that could have resulted in your entitlement to practise the profession in British Columbia or that other province or foreign jurisdiction being cancelled, revoked, or suspended for any reason other than late payment or non-payment of fees?
17. Do you currently hold, or within the last year have you held, a position as a director or officer of a professional association?
18. Do you currently hold, or within the last year have you held, a position as a director or officer of a nurses' union, or a member of a bargaining committee, or similar group of individuals that conducts collective bargaining on behalf of a nurses' union?
19. Do you currently hold, or within the last year have you held, a position as a director or officer of a corporation or other entity that provides professional liability protection or insurance coverage against liability for negligence in the provision of services that constitute the practice of practical nursing, psychiatric nursing, nursing, or midwifery, or a corresponding health profession in another province of Canada or a foreign jurisdiction?
20. Do you currently hold, or within the last year have you held, a position which would cause you, if elected, to have a conflict of interest by virtue of having competing fiduciary obligations to both the college and another organization?
21. Are you currently employed by the college?
22. Have you, within the last three years, resigned from the college's board?

## Appendix 2 – Nomination Application Questions

### PART B – Education, Employment, And Experience

1. How do you wish your name to appear in the election material?
2. In which municipality or other community in BC do you ordinarily reside (e.g. First Nations, city, town, village, etc.)?
3. You will be asked to provide your:
  - a. registrant designation(s)
  - b. other professional designation(s)
  - c. registrant education credentials
  - d. other education credentials
  - e. number of years in practice
  - f. employment status/details of employment
4. Do you currently serve on the BCCNM Board or any of its committees?
5. Do you have other board or committee experience, or relevant experience in professional regulation that you wish to include in your candidate profile?
6. Do you have any experience as a volunteer or in community that you wish to include in your candidate profile?

The application also asks if you are able to meet the time commitment required. This is a question that requires careful consideration. As the largest health profession regulator in western Canada, BCCNM needs its board members to take their public and fiduciary duties seriously, and to actively prepare for, participate, and engage in their work.



# Appendix 3 – Nomination Application Questions

## PART C – Candidate Statements

*Responses to each of these questions have a 1300 character limit (approx. 200 words).*

### 1. Intention

Why do you want to be a BCCNM Board Member?

### 2. Values

As stated in the Board Composition Matrix, the following values have been articulated as being essential for each board member:

- **Accountability, Honesty, and Integrity**  
Act with integrity and speak the truth; be able and willing to take full responsibility for decisions made; and follow through on commitments.
- **Adaptability**  
Appreciate that, at times, plans will adjust to meet changing circumstances and needs.
- **Collaboration**  
Recognize that, in a complex system, what can emerge from collaborative and meaningful engagement and discourse will be stronger than what is created in isolation.
- **Humility**  
Be open to new or broader perspectives; employ a learning mindset by listening and becoming better informed; and take time to self-reflect and acknowledge the impact of personal power and privilege when contemplating decisions.
- **Inclusivity**  
Actively commit to creating safe gathering spaces that welcome and support all who wish to connect, learn, share, belong, and grow.
- **Objectivity**  
Make decisions based on evidence and good information, that will best fulfil the public protection mandate.
- **Public Service**  
Have passion for the College’s purpose and vision; compassion for the public and their right to safe, ethical care; an understanding and appreciation of, and commitment to, the board’s role in protecting the public and the time required to diligently execute that role; and recognize that public interest will always be prioritized over personal or professional interests.
- **Respect**  
Work with others effectively to support a culture of trust; be present and participate fully in discussions, fostering and promoting, not impeding or stifling, robust dialogue; and remain aware and sensitive to the impact of language used.
- **Self-Awareness**  
Have a clear understanding of personal strengths and privileges, the consequences of bias and potential conflicts of interest; recognize the value of continuous development and improvement; and be open to reflection, feedback, and opportunities to learn, relearn and unlearn.

How do you embody these values in your work and personal life?

### 3. Skills, Practices, and Knowledge

As stated in the Board Composition Matrix, the following skills, practices, and knowledge have been articulated as being essential for each board member. Recognizing new board members will have gaps in their knowledge, we will offer continuous education, learning opportunities, and access to resources and support.

If elected to the Board, you will be expected during your term of office to demonstrate a clear and ongoing commitment to acquire the skills, practices, and knowledge outlined here to become as effective as possible in your role.

- **Anti-Racism and Allyship**  
Understanding of what it means to be anti-racist and an ally and knowledge of how to actively model this behaviour; ability to speak up and acknowledge instances or systems of oppression; and ability to hold self and others accountable for creating safe and inclusive spaces in which honest conversations about racism and privilege can occur.
- **BC First Nations and Indigenous Context**  
Understanding of the social, legislative and political history of the BC First Nations and Indigenous people; the impact of colonialism in Canada and its enduring traumatic legacy; the effects of widespread Indigenous-specific racism within the healthcare system; and knowledge of how Indigenous self-government and self-determination works in this province.
- **Cultural Safety and Humility**  
Ongoing learning, appreciation and respect for the distinct and important BC First Nations and Indigenous-specific rights, approaches, protocols and perspectives that inform discussion and decision-making; ability to contribute to and support the College as it works to develop a culturally safe organization and health system (through the continuous practice of cultural humility); and an ability to support and respect those who communicate they are feeling unsafe.
- **Financial Literacy**  
Reasonable understanding of financial and budgeting information, and the confidence to ask questions that safeguard the financial stewardship of the College.
- **Governance**  
Understanding of the board member's role and fiduciary duties, good governance principles, and the stewardship responsibilities of the board.
- **Health Professions Regulation**  
Understanding of the role and philosophy of health profession regulators, the public protection mandate of the College, the applicable legislation, regulations, bylaws and policies, and the core work of the College.
- **Organizational Decision Making**  
Understanding and appreciation of the development and limitations of policy and decision-making in a large, complex system; and ability to ensure that decisions are based on clear, objective principles, as informed by evidence and best practice.
- **System Thinking**  
Awareness of the complex system in which the College works, including the partners within that system, and the impact that College decisions have on this greater community.
- **Technological Competence**  
Ability to efficiently navigate and use the College's computer and conferencing systems, adhering to applicable security and privacy policies.

Using the above list as a guide, what specific skills, practices, and knowledge do you currently have that will contribute to the Board's work and which do you need to learn?

#### 4. 2024 Priorities

As explained in the Board Composition Assessment, the Governance Committee has prioritized the following skills, knowledge, and perspectives for the next board year:

##### Regulatory and governance experience

An understanding of the:

- role of health profession regulators within the contexts of local, regional, national, and international systems
- mandate, influence, and fiduciary responsibilities of board members
- the impact of legislation on the core work of the college

##### Internationally educated professionals

- Lived experience and knowledge of the complexities internationally educated nurse professionals face when arriving in British Columbia

##### Expanding cultural representation: gender and sexual orientation

- Individuals who self-identify as 2SLGBTQIA+

On reading the Board Composition Assessment, please describe the specific knowledge, perspectives, and/or lived experience you currently have that can meet the priorities listed above.