



Issue Note - BM QUALIFICATION PROCESS (appointments and re-appointments)

BACKGROUND

QUALIFICATION PROCESS:

- The Board Member Qualification Process supports an open, transparent, and merit-based selection process that supports the provision of a list of high-quality candidates to the Minister of Public Safety that reflects gender parity and Canada's diversity.
- The Parole Board of Canada (PBC) works in collaboration with the Privy Council Office (PCO) to administer the qualification process for Board members.
- The Governor in Council (GIC) qualification and appointment process was centralized in 2016. Prior to this, the PBC independently ran two nationwide processes each year, which would result in a list of qualified candidates being provided to the Minister. The current process takes on average 24 months, while the previous PBC process took an average of 6 months.
- At the beginning of a process, a Selection Committee is established by PCO, which consists of a representative from each of the following organizations:
 - PCO – who is the Chair of the committee;
 - the Prime Minister's Office
 - the Office of the Minister of Public Safety;
 - Public Safety Canada; and
 - The PBC's Chairperson (or designated alternate)
 - Unique to the Board, an Indigenous Elder participates in all interviews for GIC candidates.
- The Selection Committee assesses the merit of potential candidates at each step of the phased process, consisting of:
 - A written exam, administered online;
 - An interview for the candidates who have been retained by the Selection Committee, following the written assessment;
 - A reference check; and
 - Second language assessments, both oral and written, for those candidates who have indicated their ability and desire to work in both official languages.

- A list of qualified candidates is submitted to the Minister of Public Safety, who then makes a recommendation to Cabinet.

APPOINTMENT PROCESS:

- A GIC appointment is one made on the recommendation of the responsible minister, approved by Cabinet and signed by the Governor General.
- GIC appointees hold office either on a part-time or a full-time basis. In accordance with Section 103 of the *Corrections and Conditional Release Act* (CCRA), full-time Board members can hold office during good behaviour for periods not exceeding 10 years while part-time Board members can hold office during good behaviour for periods not exceeding 3 years. The appointee may be re-appointed to the same position but, since appointments are made at the discretion of the GIC, renewal is not automatic.

RE-APPOINTMENT PROCESS:

- As many seasoned Board member mandates will expire by December 2020, the Board has recently submitted for consideration to the Minister of Public Safety the recommendation of re-appointments of specific Board members to ensure the PBC has the capacity to fulfill its mandate and preserve the depth of knowledge and experience within.
- These are Board members who have successfully completed the open, transparent, merit-based selection process and who have met the expectations and objectives associated with the legislated responsibilities of a Board member in accordance with the CCRA.

Key Messages

- The Qualification process seeks outstanding individual that can become quality decision-makers to render conditional release and record suspension decisions while reflecting Canada's diversity.
- Candidates are encouraged to self-identify as a member of an employment equity group and/or as a member of an ethnic or cultural group when they apply for a GIC position. This allows Ministers, in making their GIC appointment recommendations, to take into consideration the Government's commitment to achieve gender parity and reflect Canada's diversity, in terms of linguistic, regional and employment equity representation.
- Qualification Process initiated in 2018 received 371 applications