**2019 NOMINATING PLAN**

| Month(s) | Items for Consideration | Meetings Scheduled (to date) |
|---|---|---|
| March – May | • Terms of Reference<br>  o Review and recommend for Board approval<br>  o Review  Parking Lot for Outstanding Items<br>• Post-Election<br>  o Review results from previous election<br>  o Review Director Orientation to date for new Board Members, e.g. "buddy" required?<br>• Board of Directors<br>  o Review updated Skills Matrix & normalize<br>    - Assess gaps for Internal Directors and provide recommendations to the PG Group<br>  o Review current Board composition for future needs<br>  o Review and determine upcoming terms, current Board Members standing for re-election, new candidates (determine whether internal or external), etc.<br>  o Solicit and assess potential external candidates to match needs, fill gaps and assess interest | Committee – 4/15/2019<br>Board – 5/22/2019 |
| June - August | • Policies & Procedures<br>  o Over-view of Policies & Procedures (moved post conference for 2019 only)<br>  o Review recommendations from the PG Group | Committee – 9/5/2019 (post CS Conference)<br>Board – 8/28/2019 |
| September – October | • Election<br>  o Set Schedule<br>  o Review attributes – Provide to Board for approval<br>  o Review Call for Nomination Package – Provide to Board for information<br>  o Assess potential internal candidates and meet to establish interest and assess suitability | Committee – 10/09/2019<br><br>Board – 10/23/2019 |
| November - February | • Summary of Nominees for Election – Advise Board<br>• Review and finalize list of candidates to the ballot<br>• Non Board Member/ SH to scrutinize the nominating and balloting process<br>• Preparation and distribution of ballots to SH's<br>• Ballot count and reporting in preparation for AGM<br>• Review Mandate – Report any outstanding issues to the Board | Committee – 11/7/2019<br><br>Board – 11/27/2019<br>Board – Jan., 2020 |