

Appendix 11 – Nominee Reference Check

References need to be checked to comply with relevant legislation including human rights, protection of privacy, and access to information. The nominee must give written permission to call people and seek references on him or her. References for a Council nominee must be called prior to presenting the nominee's name for recommendation of appointment by the Council to the Director of Regional Operations. All screenings (criminal record check and driver's abstract, if applicable) must be completed and the reference checks must be positive. A summary of the reference check, without disclosing the entire conversation or the source, may be shared.

When calling a nominee's reference, introductions must be made first, stating the position of the Council member doing the reference check. In addition to sharing a brief summary of the Community Council, other information that can be shared includes the following:

CLBC has established Community Councils across the province to invite adults with developmental disabilities, families, community members and service providers to work together to achieve CLBC's vision of fostering "lives filled with possibilities in welcoming communities" for people with developmental disabilities.

The vision is that we will all live in inclusive communities where no one is excluded. Inclusive communities are those in which people feel they belong. They are places where adults with developmental disabilities, like other citizens, have choices in where they live, in the work they do, and in the community activities in which they participate. They have friends where they live, and they feel safe and play an active role in their community.

Our Community Council operates within (describe the area).

Describe the member's responsibilities

- *To encourage, inspire, lead and support community inclusion and participation of people with developmental disabilities in all aspects of community life*
- *To attend monthly meetings and events as they take place*
- *To work on Committees and / or action planning*

Councils look for traits like reliability, follow-through, insight, patience dealing with people with different opinions. Ask open-ended questions like these below and document the answers (a form to record answers is on the following page).

- **XX person** used you as a character reference. How do you feel about that and what would you like to say about the person?
- Our Council participates in lively discussion. Tell me what you think about how comfortable **XX** would be sharing his / her ideas with a group of people who share their opinions?
- Our Council takes reliability seriously. Tell me how you think **XX** would do as a member of a Council that expects members to attend regularly, to be fully prepared for meetings, etc.?
- What else can you tell me about **XX**?

Thank you for your time.

Date:

Name and position of person doing the reference check:

Nominee Name:

Recording answers about the nominee

Name of Referee:

Relationship with Nominee:

XX person used you as a character reference. How do you feel about that and what would you like to say about the person?

Our Council participates in lively discussion. Tell me what you think about how comfortable **XX** would be sharing his / her ideas with a group of people who share their opinions?

Our Council takes reliability seriously. Tell me how you think **XX** would do as a member of a Council that expects members to attend regularly, to be fully prepared for meetings, etc.?

What else can you tell me about **XX**?

Nominee's Consent to Contact References

I give consent for the referee named above to be contacted.

Name of Council Nominee / Applicant:

Signature of Council Nominee / Applicant: