

LEEDS, GRENVILLE AND LANARK DISTRICT HEALTH UNIT	
<b>BOARD OF HEALTH MANUAL</b>	
Title/Subject: Role of the Board/Public Appointment to Boards of Health	Original Date: March 10, 1993
Policy/Procedure Number: V-155-0	Revision Date: January 23, 2020
Approved by: Board of Health	Reviewed Date: January 23, 2020
Signature: Original Signed	
Reference:	

Policy:

The Board will pursue having public appointees in keeping with its need and within the policy of the Ministry of Health and Long-Term Care.

The Role of the Board of Health:

1. To provide governance in respect of those community services and programs approved by the Board, including both those mandated by the Ministry of Health, and other Board approved programs.
2. To direct the development and implementation of the Health Unit Strategic Plan, including the mission, philosophy, organizational vision, goals and objectives.
3. To ensure that the Medical Officer of Health manages the agency in an effective and efficient manner, following Provincial guidelines and Board policy.
4. To provide leadership and advocacy on behalf of public health issues.
5. To represent the community of Leeds, Grenville and Lanark, either as municipal appointees, or as provincial appointees.
6. To ensure compliance with Health Unit policies.
7. To be accountable to the community and the respective funding bodies for the activities of the Health Unit.
8. To sign the Accountability Agreement with the Ontario government.
9. To select the Medical Officer of Health of the Health Unit.
10. To nominate candidates to the Minister of Health for provincial appointment to the Board of Health.
11. To establish and maintain linkages with other health, environmental and social service agencies, on a district, regional and provincial basis.
12. To support the provincial association (Association of Local Public Health Agencies).
13. To assist in the identification of community health issues.
14. To establish priorities for public health programs.

15. To participate on Board committees, task forces and Advisory committees.

#### Principles and Criteria of Membership:

1. There should be geographic representation from Leeds, Grenville and Lanark counties and the municipalities.
2. Attempts should be made to match the demographic profile of the area, including the promotion of gender equality.
3. Members will bring diverse skills, knowledge and experience to the Board.
4. Members must be residents of Leeds, Grenville or Lanark counties.
5. Membership should be shared between elected and non-elected appointees.
6. Members should be committed to the Health Unit vision, mission, values and beliefs.
7. Members must be prepared to commit to a number of meetings, dedication of personal time, and a minimum of eight (8) hours a month to Board and committee meetings on behalf of the Health Unit.

#### Procedure:

##### 1. General Process:

- 1.1. Local boards of health have the opportunity to participate in the recruitment, nomination and recommendation of individuals for public appointment positions on boards of health. Under Section 49 (3) of the Health Protection and Promotion Act, 1990 (HPPA), the Lieutenant Governor in council may appoint one or more persons as members of a board of health, but the number of members so appointed shall be less than the number of municipal members of the board of health.
- 1.2. The process of locally recruiting and recommending nominees for public member positions on local boards of health should reflect the principles of equality of access, treatment and opportunity of recommendation by all interested persons. Information on public members, i.e., resumes or applications is collected under the Public Service Act.
- 1.3. Every three (3) years interested potential board of health members will be solicited from the community. At least eight (8) months prior to vacancies an advertisement will be placed in the area newspapers.
- 1.4. Applications for public appointment positions may be solicited by an open competition by advertising to the public. All applications will be reviewed by the Governance and Quality Assurance Committee and recommendations made to the Ministry of Health based on merit. The Governance and Quality Assurance Committee will establish selection criteria and review the interview questions.
- 1.5. The Executive Assistant of the Board will ensure an email is forwarded to each applicant who submitted an application.
- 1.6. The Governance and Quality Assurance Committee or one of its members (as determined by the Governance and Quality Assurance Committee) will review all applications, prepare a short list of applicants, and establish interview date(s).
- 1.7. The Executive Assistant of the Board will ensure candidates short-listed for an interview are notified of the time, date and location of the interview.

- 1.8. Each candidate interviewed by the Governance and Quality Assurance Committee will be rated and ranked, by each member of the Governance Committee, based on the 'Selection Criteria' ADM-\*/\*-BRD-019.
  - 1.9. The Governance and Quality Assurance Committee or one of its members (as determined by the Governance Committee) will conduct a reference check on the top ranked candidates. A written consent must be obtained before checking references ADM-\*/\*-BRD-015.
  - 1.10. The Governance and Quality Assurance Committee will recommend a list of the selected candidates, a maximum of two candidates for each available position, to the Board of Health. A formal Board motion will be required prior to forwarding the information to the Office of the Minister of Health.
  - 1.11. The Board approved list of candidates, will be forwarded to the Office of the Minister of Health. The preferences of the Board regarding the Minister of Health's selection from among the list of candidates will be included in the communications to the Minister.
  - 1.12. It is expected to take at least four (4) months to obtain the final Order-In-Council approval of appointments.
  - 1.13. A copy of the Order-In-Council will be forwarded to the Chair of the Board of Health and the Medical Officer of Health. An email will be forwarded on behalf of the Chair of the Board of Health to the new member.
  - 1.14. All unsuccessful applicants will be notified by email.
  - 1.15. A list of potential members will be kept on file and as openings occur these people may be considered.
  - 1.16. At least five (5) months in advance of the end of the term for a public appointment, the Executive Assistant of the Board will ensure that the current public appointee is contacted and asked to complete the Reappointment Information Form supplied by the Ministry of Health. The existing Board member will be given the opportunity to indicate their interest in a further term and they will be considered along with new applicants for the available board seat. If the Governance and Quality Assurance Committee and the public appointee desire a reappointment to the public appointment position, Reappointment Information Form and a supporting letter will be submitted to the Minister of Health, 19<sup>th</sup> Floor Hepburn Block, 80 Grosvenor St., Toronto, ON M7A 2C4 by regular mail or by e-mail to the Minister's Special Assistant for Public Appointments at least four (4) months prior to the end of the appointment term.
2. Appointment Application Process:
    - 2.1. Once the Board of Health has reviewed the recommendations by the Governance and Quality Assurance Committee and made its selection(s) the following process must be followed. All potential appointees must apply through the Public Appointments Secretariat (PAS) by completing an Application for Appointment to Agencies, Boards and Commissions form available on-line through the PAS website at: [www.pas.gov.on.ca](http://www.pas.gov.on.ca). Separate resumes or other supporting materials will not be accepted.
    - 2.2. Potential candidates will be contacted by the Public Appointments Unit (PAU), MOH and be required to fill out a Personal & Conflict of Interest Disclosure Statement (COI). The signed COI form must be mailed to the Public Appointments Unit, Ministry of Health, 9<sup>th</sup> Floor, Hepburn Block, 80 Grosvenor Street, Toronto, ON M7A 1R3.
  3. Resignations:
    - 3.1. Appointees who wish to terminate their appointment prior to the expiry date should submit a letter of resignation to the Executive Assistant to the Board of Health who will forward it to the Public Appointments Unit.

**Schedule**  
**Public Appointments Related Documents**

1. Consent Form - Reference Information - ADM-\*/\*-BRD-015
2. Candidate Ranking Sheet - ADM-\*/\*-BRD-019