



## BOARD OF HEALTH

<b>SECTION:</b>	Governance	<b>APPROVED BY:</b>	Board of Health
<b>NUMBER:</b>	BOH-GOV-080	<b>REVISED:</b>	June 2024
<b>DATE:</b>	May 1, 2018		

# Order in Council (OIC) Provincial Representatives

### PURPOSE:

To ensure Southwestern Public Health’s (SWPH) Board of Health has the opportunity to participate in the recruitment, nomination and recommendation of individuals for public appointment positions on the Board. This will further support the organization’s desire for a skills-based Board.

### POLICY:

On a schedule determined by the Board of Health based upon vacancies, interested potential Board of Health members will be solicited from the community. At least eight months prior to vacancies, an advertisement will be placed in area newspapers and on social media platforms of the Health Unit. The process of locally recruiting and recommending nominees for provincial appointments to the Board of Health will reflect the principles of equality of access, treatment, and opportunity of recommendation by all interested persons. Terms for all provincial appointments to the Board of Health will be tracked by the Executive Assistant. An Order in Council Provincial appointee will serve a maximum of 3 consecutive terms as approved by the Lieutenant Governor of Ontario.

It is acknowledged that the Lieutenant Governor of Ontario has the right to appoint up to one less the number of municipal appointees to the SWPH Board of Health, and without any input from SWPH’s Board of Health.

### PROCEDURE:

#### Management of Existing Appointments about to End:

1. The Executive Assistant will advise the CEO and Board of Health of terms that are due to end one year prior to the expiry of the appointment.
2. The Chair of the Board of Health will contact the incumbent to discuss their intentions.
3. If the member wishes to renew their appointment, and the Board of Health is in agreement, the member must complete a Reappointment Information Form and provide it to the Executive Assistant for submission to the Public Appointments Secretariat (PAS), as well as to the Public Appointments Unit of the Ministry of Health and Long-Term Care, Corporate Management Branch.
4. If the member does not wish to renew their appointment, or if a vacancy is identified, the Board of Health will discuss and decide whether SWPH should recruit a new provincial appointee or not.

### **Recruitment of New Provincial Appointments:**

1. The Executive Assistant will place an advertisement for interest in a provincial appointment to the Board of Health, in all local papers and on all social media platforms of the health unit. The Public Appointments Secretariat (PAS) also posts upcoming vacancies on their website.
2. The Board of Health will review applications, interview and rank potential applicants, using pre-determined selection criteria.
3. The preferred candidate(s) will be directed to apply through the PAS website.
4. A letter will be sent by the Board Chair to the local Member of Provincial Parliament, with a copy to the Public Appointments Unit of the relevant branch, identifying and noting support of the preferred applicant(s).
5. A copy of the confirmed Order-In-Council (OIC) appointee will be forwarded to the Chair of the Board of Health and the CEO. A letter of acknowledgement will be forwarded on behalf of the Board Chair to the new member. It is expected to take at least four to six months to obtain the final Order-In-Council approval of new appointments.

### **DEFINITIONS:**

1. OIC – appointments are made by the Lieutenant Governor in Council (Order-In-Council).

### **REFERENCES:**

1. 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 the board of health, but the number of members so appointed shall be less than the number of municipal members of the board of health.

### **COMPLIANCE:**

Non-compliance with this policy and any associated procedures may result in appropriate disciplinary measures.

**REVISION DATES:**

April 2023  
June 2024