

PETERBOROUGH PUBLIC HEALTH

Board of Health

POLICY AND PROCEDURE

Section: Board of Health	Number: 2-261	Title: Appointments, Provincial Representatives
Approved by: Board of Health		Original Approved by Board of Health On (YYYY-MM-DD): 2011-09-14
Signature: <i>Original signed by Board Chair</i>		Author: Governance Committee
Date (YYYY-MM-DD): 2018-09-12		
Reference:		

NOTE: This is a **CONTROLLED** document for internal use only, any document appearing in a paper form should **ALWAYS** be checked against the online version prior to use.

PROCEDURE

Objective:

To ensure that all provincial appointments to the Board of Health are dealt with in accordance with Board of Health by-laws, policies, and procedures.

Procedure:

1. Terms for all provincial appointments to the Board of Health are tracked by the Executive Assistant to the Board of Health.
2. The Board Chair will be advised by the Executive Assistant of terms that are due to end one year prior to the expiry of the appointment.
3. The Board Chair will contact the incumbent to discuss his/her intentions.
4. If the member wishes to renew their appointment, and the Board Chair 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.
5. If the member does not wish to renew their appointment, or if a vacancy is predicted, the Board of Health will conduct a needs assessment and determine priorities for representation.
6. The Board of Health will advertise locally. The Public Appointments Secretariat (PAS) also posts upcoming vacancies on their web site (<http://www.pas.gov.on.ca/>).
7. The Board of Health Governance Committee will interview and rank potential applicants.
8. The preferred candidate will be directed to apply through the PAS web site.

9. 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 Ministry of Health and Long-Term Care, Corporate Management Branch, identifying and noting support of the preferred applicant.

Review/Revisions

On (YYYY-MM-DD): 2018-09-12 (*Review only*)

On (YYYY-MM-DD): 2016-04-13 (*Review only, template updated*)

On (YYYY-MM-DD): 2013-09-11

On (YYYY-MM-DD): 2011-09-14

On (YYYY-MM-DD):