

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: _____		Author: Governance Committee
Date (YYYY-MM-DD): 2023-03-08		
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, or designate, will be advised by the Executive Assistant of terms that are due to end no less than six (6) months prior to the expiry of the appointment.
3. The Board Chair, or designate, will contact the incumbent to discuss his/her intentions. If the member wishes to renew their appointment, the request will be brought forward to the Governance Committee for consideration, and that Committee will make a recommendation to the Board of Health.
4. If approved, a letter of recommendation will be sent to the Minister of Health via the Public Appointments, Agency Coordination & Corporate Initiatives Unit, Corporate Management Branch, Ministry of Health, four (4) months before the expiration of the appointment. The Local Member of Provincial Parliament will be copied.
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 Minister of Health (via the Public Appointments Unit), with copies to the local Member of Provincial Parliament, identifying and noting support of the preferred applicant.

Review/Revisions

On (YYYY-MM-DD): 2023-03-08

On (YYYY-MM-DD): 2021-01-13

On (YYYY-MM-DD): 2018-09-12

On (YYYY-MM-DD): 2016-04-13

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

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