

Policy	Board Leadership and Committee Membership Selection
Section	Board of Health
Number	02-08
Policy Lead	Board of Health
Approval Level	Board of Health
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Reviewed/Revised	
Next Review	2025-05-15
Associated HKNP Procedures and Forms	Procedure – Board Leadership and Committee Membership Selection

POLICY

PURPOSE

The purpose of this policy is to outline the process for the election of officers of the Board of Health, as well committee appointments, to ensure that the needs and composition of Board leadership and its committees are met.

POLICY DETAILS

To ensure the Board of Health can fulfill its legislative duties, and in accordance with By-Law 3, Calling of and Proceedings at Meetings, the HKNP Board of Health is required to elect the Chair and Vice Chair, and appoint members to its committees, at the first meeting of each year.

The Chair and the Vice Chair will not hold office for more than two consecutive years, unless the Board of Health grants an extension of one year, by motion.

The Board may also establish working groups, from time to time, that will be of an ad-hoc nature and will dissolve upon completion of the assigned task.

Members are encouraged to serve on at least one committee or working group, if possible.

The Board or its committees may also seek expertise from community members, as required, for occasional or project-specific support, which are subject to approval by the Board or Committee Chair. Community member appointments to the Indigenous Health Advisory Circle (IHAC) are recommended by IHAC, and require Board approval as they receive a meeting honourarium.

PROCEDURE – BOARD LEADERSHIP AND COMMITTEE MEMBERSHIP SELECTION

PROCEDURE DETAIL

1. For Board Leadership and Committee Expression of Interest (EOI), the process in non-municipal election years is as follows:
 - 1.1. A call for EOI will be issued by the Executive Assistant (EA) via e-mail on October 1st of each calendar year (or the closest Monday).
 - 1.2. Board of Health members will be sent an EOI survey to complete no later than fourteen (14) days after the initial call.
 - 1.3. Results will be reviewed by the Chair, Vice Chair, the Medical Officer of Health and Chief Executive Officer (MOH/CEO), with two additional Board member volunteers. Alternates will be selected for the Board if the Chair and/or Vice Chair are unavailable, or wish to recuse themselves if seeking re-election. Based on the information gathered and the predetermined needs of the Board, a recommendation will be provided to the Board for leadership positions and committee membership for the coming year at their January meeting.
2. In municipal election years:
 - 2.1. A call for EOI will be issued by the EA via e-mail to First Nation Council representatives and Provincial Appointees ONLY on October 1st (or the closest Monday). Those members will be sent an EOI survey to complete and submit to the EA no later than fourteen (14) days after the initial call.
 - 2.2. Once HKNP has received notification from member municipalities regarding municipal representatives appointed to the Board of Health (normally by mid-December), those members will be sent an EOI survey by the EA, with a request to complete no later than seven (7) days after the initial notification.
 - 2.3. Results will be reviewed by the Chair, Vice Chair, the Medical Officer of Health and Chief Executive Officer (MOH/CEO), with two additional Board member volunteers. Alternates will be selected for the Board if the Chair and/or Vice Chair are unavailable, or wish to recuse themselves if seeking re-election. Based on the information gathered and the predetermined needs of the Board, a recommendation will be provided to the Board for leadership positions and committee membership for the coming year at their January meeting.

RELATED HKNP DOCUMENTS

Remuneration of Community Members

VERSION HISTORY

DATE	LEAD	DESCRIPTION
May 15, 2025	A. Gorizzan	Original