

Board of Health Manual
Public Health Sudbury & Districts
Procedure

Category

Board of Health Administration

Section

Board Appointments

Subject

Public Member Appointments to Board of Health

Number

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Approved By

Board of Health

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Process

A. Public Notification of Vacancy and Application Process

The Board notifies the Public Appointments Secretariat and the Public Health Division six months in advance of any upcoming public appointee vacancy.

Once the Public Appointments Secretariat posts the board of health public appointee vacancy, the Public Health Sudbury & Districts may place an advertisement in the local newspapers advising of the vacancy (Information 1) and/or post on the Public Health Sudbury & Districts website.

Individuals interested in applying for a public appointment must apply through the PAS by completing the PAS Application Form. The PAS website, www.pas.gov.on.ca, provides applicants with the option of applying online, downloading an application form or requesting an application by mail. The appointment application process also requires the completion of a Personal Conflict of Interest Disclosure Statement, which includes the disclosure of any perceived or real conflicts of interest, questions about personal integrity,

public accountability and consent to a security clearance investigation through the Canadian Police Information Centre.

B. Notification of Appointment

Upon notification of appointment by the Lieutenant Governor in Council, the Board Chair sends a letter of acknowledgement (Information 2) to the successful appointee.

C. Responsibilities of Board Members

The successful appointee, at the time of appointment notification, is provided with a list of expected responsibilities of Board members (Information 3).

D. Performance Criteria

Appointees are expected to conduct themselves in a manner consistent with the responsibilities outlined in C.

If an appointee consistently fails to assume the designated responsibilities and fails to maintain attendance requirements specified in the Board by-laws and procedures, the Board Chair, along with a member of the Executive Committee of the Board, if requested, meets with the appointee to review his/her performance with a view to rectifying the performance.

E. Re-Appointments

Appointees whose terms of appointment will be expiring and would like to be considered for reappointment should complete and submit a *Reappointment Information Form* through the Public Appointments Unit at least four (4) months prior to the expiration of their appointment.

The Board has the option of submitting a letter of endorsement addressed to the Minister of Health and Long-Term Care listing the names of all interested appointees that are being supported for reappointment along with the completed *Reappointment Information forms* submitted by the appointees.

F. Termination/Filling of Terminated Position

Appointees who wish to terminate their appointment prior to the expiry date are to submit a letter of resignation to the Board Chair with a copy to the Public Appointments Unit.

If the appointee is unable or unwilling to fulfill the obligations of the position, the Board Chair advises the Public Appointments Secretariat and the Public Health Division in writing, requesting removal of this member and appointment of an alternate from the list of recommended candidates on file with the Ministry.

In the event of a member being unable to complete his/her term for reasons of health, moving outside the area, or other exigencies, the Board may request that the Ministry fill the duration of the unexpired term (if more than six months from the expiration date) with an alternate candidate from the original list.