

Appointment of Board of Health Members – B-G-002

Board of Health Policy

1.0 Policy Statement

In compliance with Ontario legislation, the Board of Health for the North Bay Parry Sound District Health Unit is comprised of 10 municipal members and 3 public appointees.

The North Bay Parry Sound District Health Unit operates in a designated area for French Language Services with approximately 10% of the population reported French as a commonly spoken language at home. French was reported as a mother tongue by 16.9% of the population. (2011 Census) Bilingual representation on the Board of Health will be encouraged.

2.0 Purpose

This policy describes the process for appointing members to the Board of Health for the North Bay Parry Sound District Health Unit.

3.0 Scope / Responsibility

This policy covers the appointment of all members to the Board of Health for the North Bay Parry Sound District Health Unit.

The Board of Health through the Medical Officer of Health/Executive Officer ensures that this policy is followed.

4.0 Procedure

4.1 General

The Board of Health will communicate with member municipalities and the Ministry of Health and Long-Term Care to encourage representation from the French speaking population.

4.2 Municipal Appointments

- 4.2.1** According to the *Health Protection and Promotion Act (R.S.O. 1990, Chapter H.7 s. 49.2)* the Board of Health for the North Bay Parry Sound District Health Unit is composed of not less than three and not more than 13 municipal members. Currently, the Board of Health for the North Bay Parry Sound District Health Unit has ten municipal members as follows (*O. Reg. 65/05, s.16*):
- Five members appointed by the Municipal Council of the City of North Bay.
 - One member appointed jointly by the Municipal Councils of the Municipalities of Calvin, East Ferris, and Mattawan, the Town of Mattawa, and the Townships of Bonfield, Chisholm, and Papineau-Cameron.
 - One member appointed by the Municipal Council of the Municipality of West Nipissing.

- One member appointed jointly by the Municipal Councils of the Municipalities of Callander and Powassan, the Villages of South River and Sundridge, and the Townships of Machar and Nipissing.
- One member to be appointed jointly by the Municipal Councils of the Town of Kearney, the Village of Burk's Falls, and the Townships of Armour, Joly, McMurrich/Monteith, Perry, Ryerson, and Strong, and the Municipality of Magnetawan.
- One member to be appointed jointly by the Municipal Councils of the Town of Parry Sound, the Townships of Carling, McKellar, Sequin, and The Archipelago, and the Municipalities of McDougall and Whitestone.

4.2.2 Municipalities adopt their own procedure to choose Board of Health appointments. In accordance with the *Health Protection and Promotion Act, Section 49*, the term of office of a municipal member of a Board of Health continues during the pleasure of the council or councils in a joint appointment but, unless ended sooner, ends with the term of office of that council or councils.

4.2.3 The Board of Health through the Medical Officer of Health/Executive Officer annually reviews the Board of Health membership and completes the following task, as required:

- Request municipalities to submit the name of the new member when a current board member's term of office expires.

4.3 Appointments by Lieutenant Governor in Council

4.3.1 The Board of Health for the North Bay Parry Sound District Health Unit has members appointed by the Lieutenant Governor in Council. The Lieutenant Governor in Council may appoint one or more persons, but the number of members so appointed shall be less than the number of municipal members of the Board. (*Health Protection and Promotion Act, R.S.O. 1990, s.49.3*).

4.3.2 Public appointments are handled by the Province of Ontario through the Public Appointments Secretariat. Correspondence related to these appointments is kept in the Board of Health files found in the administrative area of the Medical Officer of Health/Executive Officer.

4.3.3 The Board of Health through the Medical Officer of Health/Executive Officer, annually reviews the Board of Health membership and completes the following task, as required:

- Notify the Public Appointment Secretariat, Ministry of Health and Long-Term Care, regarding provincial appointee:
 - Resignation
 - Vacancy
 - Reappointment Application

5.0 Records Retention

All records relating to this Policy are retained in accordance with the Records Retention and Management work instruction ([WI-HU-108](#)).

6.0 References

Internal References

- a) North Bay Parry Sound District Health Unit, [Board of Health Bylaws](#).
- b) [Quality Assurance Manual](#) (1999).
- c) Records Retention and Management – [WI-HU-108](#)

External References

- a) *Health Protection and Promotion Act*, R.S.O., 1990, c H.7. [Ontario E-Laws Website](#)
- b) *Ontario Regulation 65/05 amending Regulation 559 R.R.O. 1990. Designation of Municipal Members of Boards of Health*. [Ontario E-Laws Website](#)
- c) *Municipal Act*, 2001, S.O. 2001, c. 25. [Ontario E-Laws Website](#)
- d) Public Appointments Secretariat, [Public Appointments Secretariat](#)
- e) 2011 Census, Statistics Canada, [Statistics Canada](#)

7.0 Summary of Revisions

2017-08-14 – Board Policy scheduled review with minor revisions to section 4.2.1.

8.0 Board Policy Development Details

Author: **Dr. Jim Chirico, Medical Officer of Health/Executive Officer**

Reviewed by: **Dr. Jim Chirico**

Date Approved by Board of Health: **2017-09-27**

Resolution Number: **BOH/2017/09/09**

Date Approved in Portal by Dr. Chirico: **2017-10-12**

Date Issued: **2017-10-16**

Date Due for Review: **2019-10-16**