

## **Provincial Appointee Reappointment Process**

### **Purpose and Application**

The purpose of this procedure is to set the requirements, criteria and process for Board of Health reappointment requests. This procedure applies to provincially appointed Board of Health members whose terms of appointment are expiring within six months.

### **Notification**

Incumbent appointees who are eligible for reappointment will notify the Chair of their intentions with respect to requesting reappointment not less than six months prior to the expiration of their term. The Secretary-Treasurer of the Board will provide a listing of all Board Members with term expiration dates annually, usually at the first meeting of the year.

### **Term of Appointment**

The term of appointment for provincial appointees is set by the Public Appointments Secretariat and may be for one, two or three years. The term of appointment for a municipal appointee is the term of office of the council unless otherwise specified by the Council.

### **Criteria to be Considered**

In considering the reappointment endorsement/recommendation, the Board of Health will consider:

- a) Commitment to the Mission, Vision and goals of the Middlesex-London Health Unit (MLHU)
- b) Commitment to and an understanding of the policies and programs of the MLHU
- c) Ability to work collegially with other Board Members and the Medical Officer of Health/CEO
- d) Representation of MLHU in the community
- e) Regularity of attendance at Board of Health meetings
- f) Participation in and contribution at Board of Health meetings
- g) Ability to make a continued commitment to monthly involvement in Board of Health meetings and related activities.

### **Limits on Consecutive Length of Service**

Acknowledging the value of experience and the need for continuity, as well as the benefits of new and fresh perspectives on the Board of Health, incumbents may seek reappointment, subject to the following limits on length of service:

A Board of Health member who has served eight (8) or more years may only be considered for endorsement/recommendation for an additional term under special circumstances, such as

- a) When an insufficient number of new appointments have been received, or
- b) Reappointment requests from incumbents who are eligible to be re-appointed are insufficient, and the Board would suffer from a lack of continuity.

Any recommendation to reappoint an incumbent shall identify these special circumstances and recommend a waiver of the limit on length of service.

### **Consideration of Reappointment Requests**

The Board of Health will consider endorsements/recommendations relating to Board reappointment in a closed session, under **Board of Health: Bylaw No. 3**, section 7.2, Criteria for in-camera meetings, subsection (b) personal matters about an identifiable individual, including Board employees.

The Board members will absent themselves from the portion of the session during which their reappointment request is considered. The remaining members may, at their discretion, request the member to return to provide information or answer questions. A motion regarding endorsement/recommendation, if any, will be made in camera.

### **Letter of Endorsement/Recommendation**

The Chair will submit a letter of endorsement by regular mail 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 Form(s)* to

The Ministry of Health and Long Term Care  
10<sup>th</sup> Floor Hepburn Block, 80 Grosvenor Street  
Toronto, ON M7A 2C4

Or by email or fax to  
Minister's Special Assistant for Public Appointments  
Fax: 416-326-1571

A copy of all above-mentioned documentation must also be sent to the Manager, Public Appointments Unit, Ministry of Health and Long Term Care, by fax to 416-327-8496 or by email.