



HALDIMAND-NORFOLK HEALTH UNIT – BOARD OF HEALTH

Special Meeting

1:30 p.m.

Tuesday, May 18, 2021

Council Chambers*

Live Stream: www.norfolkcounty.ca/watch-norfolk-county-meetings/

*Due to Covid-19 restrictions, there is no public access to Council Chambers. Proceedings are web-streamed live and archived on the County's website. Deputations are presented electronically.

1. Disclosure of Pecuniary Interest

2. Approval/Changes to the Agenda

3. Closed Session

- A) Staff Report HSS 21-09
Re: Interim Medical Officer of Health

Pursuant to Section 239 (2) (d) of the Municipal Act, 2001 as amended as the subject matter pertains to labour relations or employee negotiations.

4. Discussion Items

- A) Discussion item: Appointment of Interim Medical Officer of Health

- B) Staff Report HSS 21-10 3
Re: [Acting Medical Officer of Health Recruitment](#)

5. Confirming By-Law

- A) By-Law 2021-12-BH 6
[Being a By-Law to Confirm the Proceedings of the Board of Health for the Haldimand-Norfolk Health Unit at this Board of Health Special Meeting held on the 18th day of May, 2021.](#)

6. Adjournment

Contact Information

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Board of Health – May 18, 2021

Subject: Acting Medical Officer of Health Recruitment
Report Number: HSS 21-10
Division: Health and Social Services
Department: Haldimand Norfolk Health Unit
Purpose: For Decision

Executive Summary:

The purpose of this report is to provide the Board of Health with an update on the recruitment for the position of Acting Medical Officer of Health and to recommend a process to finalize the recruitment that includes representation from both Haldimand and Norfolk Counties.

Discussion:

As the Board of Health, Norfolk County Council is responsible for appointing a Medical Officer of Health (MOH) or Acting Medical Officer of Health (AMOH). Staff have begun the recruitment for an Acting Medical Officer of Health to fill the vacancy resulting from the resignation of Dr. Shanker Nesathurai.

According to the *Health Protection and Promotion Act* and the letter of designation of Norfolk County as the Board of Health from the Ministry of Health, Norfolk County is solely responsible for the appointment of an MOH or AMOH.

Staff are aware that the Board of Health wishes to engage with and include Haldimand County in the recruitment of the AMOH and fully support this direction. Additionally, staff have recently become aware that when the Board of Health was established in 2001, both Haldimand County and Norfolk County adopted policy indicating that representatives of both Counties would be involved in the recruitment of senior leadership positions within the Health & Social Services Division, including the position of Medical Officer of Health. To support this policy and in recognition of Haldimand County as a municipal partner in the delivery of public health services, staff proposes the Board of Health establish a recruitment sub-committee for the Acting Medical Officer of Health consisting of four (4) Norfolk County Councillors and three (3) Haldimand County Councillors who will complete the initial recruitment and interview processes, recommend a potential candidate to the Board for appointment. The final decision of appointment will rest with the Board. Staff further proposes that the Acting General Manager of Health & Social Services and Norfolk County Director of Human Resources

work with Haldimand County General Manager of Corporate & Social Services or designate to develop the interview package for the recruitment sub-committee and provide any administrative support required.

To date, the job posting for the AMOH has closed and Norfolk County CAO, Director of Human Resources and the Acting General Manager of Health & Social Services have reviewed all applications, completed a first interview with all three qualified candidates and will provide recommendations to the recruitment sub-committee to complete the interview process.

Once the recruitment process is finalized and an appointment is made by the Board, the Board resolution will be communicated to the Ministry of Health and Chief Medical Officer of Health to finalize the appointment process.

Financial Services Comments:

Norfolk

The formation of a subcommittee does not have financial implications.

Haldimand

N/A

Interdepartmental Implications:

Norfolk

The Acting General Manager of Health & Social Services will work with Norfolk County's Director of Human Resources to provide support to the Board of Health recruitment sub-committee.

Haldimand

Given the timing of the receipt of the draft report, staff will not have the chance to review the proposed hiring process with Council. However, during a recent update Haldimand Council expressed a preference to have a mixed political and senior staff interview committee. Notwithstanding that preference, the proposed process complies with the policies in effect in both municipality's regarding the hiring of this position.

Consultation(s):

Norfolk Staff have exchanged correspondence with Haldimand County Staff about the recruitment of the AMOH.

Strategic Plan Linkage:

This report aligns with the 2019-2022 Council Strategic Priority "Focus on Service".

Explanation:

It is a legislative requirement under the *Health Protection and Promotion Act* for the Board of Health to appoint a Medical Officer of Health or Acting Medical Officer of Health. This position provides clinical guidance to the Board of Health and Health Unit staff and ensures that all public health programming is in compliance with provincial health legislation.

Conclusion:

The first steps of the recruitment for an AMOH have been undertaken by staff, including the publishing of a job posting, determination of qualified applicants and an initial interview by a panel consisting of Norfolk County CAO, Director of Human Resources and the Acting General Manager of Health & Social Services. It is now recommended that the Board of Health establish a recruitment sub-committee consisting of members of Council from both Haldimand and Norfolk Counties to complete the interview process and recommend a candidate to the Board of Health for appointment.

Recommendation(s) of Health and Social Services Advisory Committee:

Due to time constraints this report has not been presented to the Health & Social Services Advisory Committee, however Haldimand County staff have been provided an update on the AMOH recruitment.

Recommendation(s):

THAT Staff Report HSS 21-10, Acting Medical Officer of Health Recruitment, be received as information;

AND THAT the Board of Health establish a recruitment sub-committee consisting of four (4) Norfolk County Councillors and three (3) Haldimand County Councillors;

AND FURTHER THAT the Acting General Manager of Health & Social Services be directed to work with Haldimand County General Manager of Corporate Services to provide administrative support to the recruitment sub-committee;

AND FURTHER THAT a copy of this resolution be provided to the Haldimand County Clerk so that the appointment of Haldimand County Councillors to the recruitment sub-committee can be completed.

Attachment(s):

Submitted By:
Heidy Van Dyk
Acting General Manager, Health and
Social Services
For more information, call:

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Reviewed By:
Jason Burgess
Norfolk County CAO
For more information, call:



The Board of Health

By-Law 2021-12-BH

Being a By-Law to Confirm the Proceedings of The Board of Health for the Haldimand-Norfolk Health Unit at this Board of Health Special Meeting held on the 18th of May, 2021.

WHEREAS Section 56 of the Health Protection and Promotion Act, R.S.O. 1990, c.H.7, as amended, provides that every Board of Health shall pass a by-law respecting the calling and proceedings at meetings;

AND WHEREAS it is deemed expedient that the proceedings of the Board at this Board of Health Meeting be confirmed and adopted by By-Law.

NOW THEREFORE the Board of Health for the Haldimand-Norfolk Health Unit hereby enacts as follows:

1. That the actions of The Board of Health for the Haldimand-Norfolk Health Unit at this Board of Health Special Meeting held the 18th of May, 2021, and each motion and resolution passed and other action taken by The Board of Health for The Haldimand-Norfolk Health Unit at this meeting are hereby adopted and confirmed as if all such proceedings were expressly embodied in this By-Law.
2. That the Chair of the Board of Health and proper officials of the Haldimand-Norfolk Health Unit are hereby authorized and directed to do all things necessary to give effect to the actions of The Board of Health referred to in the preceding section hereof.
3. That the Mayor and Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the Seal of Norfolk County.

ENACTED AND PASSED this 18th Day of May, 2021.

Chair

Deputy County Clerk