
MEMORANDUM

CAO 2-2022

Subject: Update on Recruitment of Medical Officer of Health

Date: January 11, 2022

To: Public Health and Social Services Committee

From: Ron Tripp, P.Eng., Chief Administrative Officer

This memorandum is to provide an update concerning the recruitment for the permanent position of Medical Officer of Health (MOH).

As Council is aware, on October 21, 2021 the following motion concerning the recruitment of a permanent MOH was carried:

WHEREAS Niagara Region has been without a permanent Medical Officer of Health since January of 2018;

WHEREAS the handling of the current worldwide COVID-19 pandemic and locally-declared states of emergency have contributed to the delay in the recruitment of a Chief Medical Officer of Health for the Niagara Region; and

WHEREAS Ontario has now entered into Step 3 of its COVID-19 Reopening Framework and work is completed on the recruitment of a Chief Administrative Officer for the Regional Municipality of Niagara.

NOW THEREFORE BE IT RESOLVED:

- 1. That staff **BE DIRECTED** to initiate the recruitment process for a permanent Medical Officer of Health for the Niagara Region; and*
- 2. That staff **EXPEDITE** the hiring of this position so that Niagara Region may be well prepared for the future.*

Since that time, consistent with recruitment best practices, I have been working with Human Resources staff on a preliminary review to prepare for next steps of this recruitment; consisting of the following:

- Review of the history and current state of the MOH role within the Public Health Department, including the ongoing management of the COVID-19 pandemic;
- Review of the current job description, namely the education and knowledge requirements, along with the scope of core responsibilities and any special requirements;
- Evaluation of the scope and responsibilities of the MOH in comparison to other similar health units, including a comparison against reporting structures;
- Internal review of consideration of requirements of the MOH role moving forward;
- Review of the *Health Promotion and Protection Act*, the provincial statute that gives Boards of Health (Regional Council) their legal mandate, and;
- Review of the employment contract of the current Acting MOH.

The planned next steps in this process include the development of a recruitment strategy that will include consultations with key internal and external stakeholders to confirm and/or develop core competencies of the role. Further, the recruitment process will be initiated that will include the following:

- Finalize job description;
- Follow up report to Committee and Council to initiate recruitment and obtain approvals as required;
- Selection of external executive search firm;
- Targeted advertising through established professional associations and networks with regional, provincial and national outreach;
- Pre-screening and short listing of candidates;
- Completion of all recruitment related activities, including interviews, selection, and reference checks, and;
- Council and Ministry approval.

As this review process moves forward, including the execution of next steps, Committee and Council will be provided with updates accordingly.

Respectfully submitted and signed by

Ron Tripp, P.Eng.
Chief Administrative Officer