

MEMORANDUM

CAO 4-2022

Subject: Update on Recruitment of Medical Officer of Health

Date: April 5, 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, working with Human Resources, a review of internal requirements, best practices, relevant legislation, internal and external stakeholders (i.e. Ministry of Health

officials, Municipal peer CAOs, and Niagara Health) as well as comparator Health Units has been completed resulting in the following:

- Finalized Job Description for the role of MOH inclusive of education, knowledge requirements and scope of core responsibilities.
- Development of recruitment strategy for position of MOH, high-level summary below.

To ensure the successful execution of a recruitment strategy, with expedited timelines, while ensuring we meet the requirements of the Health Protection and Promotion Act (HPPA), and given the responsibilities of this role along with the highly specialized skill sets required to ensure the effective leadership and delivery of public health programs and services in Niagara, the following will occur:

- Human Resources in consultation with Procurement, has established an Informal Request for Quotation process, above the Procurement By-law limit, identifying five (5) Executive Search Firms (ESF) to select one (1) ESF to coordinate with the CAO on the recruitment and selection process. The costs associated with engaging an ESF in this recruitment can be accommodated within the Council approved 2022 budget.
- Human Resources, in coordination with the ESF, will engage in a fulsome recruitment strategy inclusive of targeted advertising through established professional associations and networks with regional, provincial and national outreach. It is our intention to replace the role of the MOH as expeditiously as possible.
- Once qualified candidates are identified, a comprehensive interview and selection process, engaging internal and external stakeholders and PHSSC Committee Co-Chairs and Regional Chair will be conducted.
- Human Resources will work directly with the ESF to ensure candidates meet the MOH eligibility requirements of Section 64 of the HPPA.
- Section 62 of the HPPA outlines Boards of Health are responsible for the appointment of a full-time MOH. To this end, when a final candidate is selected, a motion will be brought forward to the Board of Health to appoint the candidate.
- It can be expected that a candidate will be presented to the Niagara Board of Health for approval no later than the Thursday, September 22, 2022 Council Meeting.
- Human Resources will work directly with the HPPA, and applying to the Minister for approval of the proposed appointment, managing additional compensation

requirements; ensuring that the documentation sent to the ministry is accurate and complete

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