

MEMORANDUM

CAO 11-2022

Subject: Update on Recruitment of Medical Officer of Health

Date: August 25, 2022

To: Regional Council

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). In lieu of the August 9, 2022 Public Health and Social Services Committee (PHSSC) being cancelled, this memorandum is being provided directly to Regional Council.

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.

As previously confirmed with Council, to ensure the successful execution of a recruitment strategy, with expedited timelines, meeting 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 for effective leadership and delivery of public health programs and services in Niagara, the following has occurred:

- 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.
- Review and Update of Job Description requirements for the role of MOH inclusive of education, knowledge requirements and scope of core responsibilities.
- Informal Request for Quotation process, above the Procurement By-law limit, identifying five (5) Executive Search Firms (ESF) resulting in the selection of Boyden Executive Search (Boyden) to work with the CAO on the recruitment and selection process. The costs associated with engaging Boyden in this recruitment is accommodated within the Council approved 2022 budget.

The CAO supported by Boyden, and Human Resources has engaged in a fulsome recruitment strategy current activities include:

- Targeted advertising. Consultation with established public health leaders as sources for insight into the role and candidate ideas. Outreach to professional associations and networks focusing on regional, provincial and national outreach in an effort to source viable candidates in a challenging recruitment environment.
- Boyden engaged in direct outreach to 76 potential physician candidates from across Canada. Through their process, a short list of candidates was sourced, vetted and presented to the search committee for consideration.
- Candidates were evaluated in first round interviews by the search committee on August 3, 2022.
- First round search committee members are as follows:
 - Ron Tripp P.Eng, CAO
 - Lynn Guerriero, President and CEO, Niagara Health
 - Dr. Robin Williams, Retired Public Health Physician
 - Adrienne Jugley, Commissioner, Community Services

- Second round interviews are being completed on August 17 and 31, 2022.
- Second round search committee members are as follows:
 - Ron Tripp P.Eng, CAO
 - Lynn Guerriero, President and CEO, Niagara Health
 - Dr. David Dec, Niagara Health System
 - Dr. Robin Williams, Retired Public Health Physician
 - Adrienne Jugley, Commissioner, Community Services

Upon selection of final candidate, activities will include:

- Human Resources will work directly with Boyden 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 preferred candidate. It can be expected that the preferred candidate will be presented to the Niagara Board of Health for approval no later than the Thursday, September 22, 2022 Council Meeting. Human Resources with Boyden 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, PHSSC and Council will be provided with updates accordingly.

Respectfully submitted and signed by

Ron Tripp, P. Eng Chief Administrative Officer