

<b>Policy</b>	<b>Medical Officer of Health/Chief Executive Officer</b>
Section	Board of Health
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Policy Lead	Board of Health
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Associated HKNP Procedures and Forms	

## POLICY

### PURPOSE

The purpose of this policy is to outline the responsibilities of the Board of Health (BOH) for the Haliburton Kawartha Northumberland Peterborough Health Unit (HKNPHU) with regard to the Medical Officer of Health/Chief Executive Officer (MOH/CEO) position.

### POLICY STATEMENT

As part of the Ontario Public Health Standards and Public Health Accountability Framework, boards of health are accountable for ensuring compliance with Ministry of Health policies and legislation, such as the requirements to fill MOH positions with qualified physicians on a full-time basis and in a timely manner.

Retention, recruitment, appointment, succession planning, reporting, and compensation of the MOH is essential to the effective and efficient functioning of the BOH and its ability to comply with ministry policy and legislation.

### POLICY DETAILS

The BOH will hire a full-time MOH and may appoint one or more associate medical officers of health (AMOHs), with qualifications as set out in the *Health Protection and Promotion Act (HPPA)*, R.S.O. 1990, c. H.7, s. 63.; and within *Regulation 566* of the *HPPA*. For the purposes of this policy, and based on the HKNPHU leadership structure, the AMOH will be referred to as the Deputy Medical Officer of Health (DMOH).

The MOH will report directly to the BOH on issues relating to public health concerns and to public health programs and services under the *HPPA* or any other Act. The MOH will also act as Chief Executive Officer (CEO) for the organization and be responsible to the BOH for the management of the public health programs and services.

The MOH/CEO is entitled to notice and to attend each meeting of the Board and every committee of the Board. The Board may require the MOH/CEO to withdraw from any part of a meeting at which the Board or a committee of the Board intends to consider a matter related to the remuneration or the performance of the duties of the MOH/CEO.

## **Absence**

When the MOH/CEO position is vacant or the MOH/CEO is absent or unable to act, the HPPA specifies: “*Where the office of medical officer of health of a board of health is vacant or the medical officer of health is absent or unable to act, the associate medical officer of health of the board shall act as and has all the powers of the medical officer of health. R.S.O. 1990, c. H.7, s. 68 (2).* In this instance, the DMOH shall act as and has all the powers of the MOH. CEO duties may be delegated to the DMOH or to a Director, at the discretion of the MOH/CEO, or by the Board Chair in the event of a vacancy.

The BOH cannot appoint another person as Acting MOH if there is already an approved DMOH. The approved DMOH must act as Acting MOH in the absence of the MOH unless the DMOH is also absent or unable to act.

In the event of an unexpected absence of both the MOH and DMOH, the MOH, DMOH or AMOH from the organizations listed below will be authorized to act as MOH for the HKNPHU subject to approval of the Board of Health:

- Durham Region Health Department
- Simcoe Muskoka District Health Unit

In the event that the above-noted individuals are unavailable to act, a licensed and practicing physician with appropriate expertise may be appointed.

## **Compensation**

MOH/CEO compensation shall be based on the most current salary grid under the Ministry of Health Compensation Initiative. Base compensation shall be approved by the Board of Health and funded in part by the ministry and local funders based on the most current cost-shared arrangement. Top-up compensation is funded by the Ministry through the most current Compensation Initiative on approval of the Ministry and the BOH.

## **Dismissal**

The dismissal of an MOH/CEO must comply with requirements as set out in the *Health Protection and Promotion Act, R.S.O. 1990, c. H.7 (HPPA)*.

## **Performance**

Performance management of the MOH/CEO will be the responsibility of the Chair of the Board of Health. Refer to the policy, Medical Officer of Health/Chief Executive Officer Performance Appraisal, for further details.

## **Vacancy**

The hiring process for the MOH/CEO will be the responsibility of the BOH with assistance from the Director responsible for Human Resources, as required. If desired, the Board may engage the services of a consultant for the purposes of recruitment. The Board will establish an Interview sub-committee with no fewer than two (2) BOH members to formulate questions and interview candidates.

The Board is responsible for assuring that the employee possesses all the qualifications, knowledge, skills, and abilities required to perform the duties of the position. Section 64 of the HPPA describes the eligibility requirements for appointments, in particular: they must be a physician; possess the qualifications and requirements prescribed by regulations for the position (see below); and, the Minister must approve the proposed appointment.

Ontario Regulation 566 of the HPPA provides as follows:

*1.(1) The requirements for employment as a MOH or an AMOH in addition to those set out in section 64 of the HPPA are that the person be the holder of:*

*(a) a fellowship in public health and preventative medicine from The Royal College of Physicians and Surgeons of Canada (RCPSC); [or],*

*(b) a certificate, diploma or degree from a university in Canada that is granted after not less than one academic year of full time post graduate studies or its equivalent in public health comprising,*

*i. epidemiology;*

*ii. quantitative methods;*

*iii. management and administration; and*

*iv. disease prevention and health promotion; [or],*

*(c) a qualification from a university outside Canada that is considered by the Minister to be equivalent to the qualifications set out in clause (b).*

Once a successful candidate has been selected, the BOH must:

- approve the appointment by motion;
- apply to the ministry for Minister approval of the proposed appointment; and,
- ensure documentation sent to the ministry is accurate and complete in accordance with the Ministry of Health's Policy Framework on Medical Officer of Health Appointments, Reporting, and Compensation.

## **ADDITIONAL INFORMATION**

## RELATED HKNP DOCUMENTS

Medical Officer of Health/Chief Executive Officer Performance Appraisal (Policy 02-11)

## EXTERNAL REFERENCES

[Ontario Public Health Standards and Public Health Accountability Framework](#)

Policy Framework on Medical Officer of Health Appointments, Reporting, and Compensation (current version available upon request to the Ministry of Health)

## VERSION HISTORY

DATE	LEAD	DESCRIPTION
Sept. 11, 2025	A. Gorizzan	Original