



Association of Local
PUBLIC HEALTH
Agencies

ANNUAL GENERAL MEETING & CONFERENCE

Tuesday, June 13th, 2023

This package contains the following information:
Notice of the 2023 alpha Annual General Meeting
Call for 2023 alpha Resolutions
Call for 2023 alpha Distinguished Service Awards
Call for Board of Health Nominations to the alpha Board of Directors

The 2023 Annual General Meeting and Conference are being hosted by the University of Toronto's Dalla Lana School of Public Health and will be in-person. Information about the walking tour and opening reception on Monday, June 12th and the half-day Section meetings on the morning of Wednesday, June 14th will follow at a later date.



Photo Credit: Gordon Fleming

N O T I C E

2023 ANNUAL GENERAL MEETING

NOTICE is hereby given that the 2023 Annual General Meeting of the **ASSOCIATION OF LOCAL PUBLIC HEALTH AGENCIES (alPHa)** will be held in Toronto on **Tuesday, June 13, at 10:15 AM Eastern Daylight Time** at the *2023 Annual Conference*, for the following purposes:

1. To consider and approve the minutes of the 2022 Annual General Meeting;
2. To receive and adopt the annual reports from the President, Executive Director, Section Chairs and others, as appropriate;
3. To consider and approve the Audited Financial Statement for 2022-2023;
4. To appoint an auditor for 2023-2024; and
5. To transact such other business as may properly be brought before the meeting.

DATED at Toronto, Ontario. Tuesday, March 10, 2023

BY THE ORDER OF THE BOARD OF DIRECTORS.



Loretta Ryan
Executive Director



Call for Resolutions

ALPHA members are invited to submit resolutions for consideration at the 2023 ALPHA Annual General Meeting & Resolutions Session during the *Annual Conference* in June.

It is important that resolutions are drafted using the "**Procedural Guidelines for ALPHA Resolutions**" found by [clicking here](#). Members are also encouraged to visit ALPHA's [extensive library](#) of past resolutions to ensure consistency with or to build upon existing positions where appropriate.

Please note, resolutions should be limited to **one** operative clause **per issue** (other than specific directions on whom to advise) to allow for focused advocacy and monitoring.

Who may submit?

- A member of a board of health.
- the ALPHA Board of Directors, the ALPHA Executive Committee, an ALPHA Section (i.e. COMOH or Boards of Health) or a Section Executive Committee.
- An Affiliate member organization.

When is the deadline to submit?

- **Friday, April 7, 2023, 4:30 PM** for resolutions that request amendments to the ALPHA Constitution.
- **Friday, April 21, 2023, 4:30 PM** for all resolutions that do not request amendments to ALPHA's Constitution.
- **Late Resolutions:** Resolutions received after the deadline may still be considered under the criteria for Late Resolutions. We ask the sponsor to submit these along with supporting materials to the ALPHA office as soon as possible after the deadline for review and advance distribution to the membership. Late resolutions will only be debated at the AGM if time allows and if delegates agree to consider these by a two-thirds majority vote.

When will resolutions be debated by the ALPHA membership?

- There will be a special session to consider resolutions on Tuesday June 13th, 2023, immediately following the Annual General Meeting portion of the *Annual Conference*.

How may I submit the resolutions?

- Only electronic submissions in **MS Word** will be accepted. Please [click here](#) to download a template.

Please email Submissions to: Loretta Ryan, Executive Director, ALPHA loretta@alphaweb.org.



CALL FOR NOMINATIONS

ALPHA Distinguished Service Award

The Distinguished Service Award (DSA) is awarded annually by the Association of Local Public Health Agencies to individuals in recognition of their outstanding contributions made to public health in Ontario.

How many awards are given yearly?

- A maximum of one award per Section and Affiliate organization may be presented in any given year.
- On occasion, an award may be given to individuals outside ALPHA for their contributions to public health. No more than one such nomination will be considered in any given year.

Who is eligible to receive the DSA?

- Eligibility is open to individuals who fall under the following categories and have served as a member in ALPHA for at least three years:
 - A member of ALPHA's Boards of Health Section.
 - A member of the Council of Ontario Medical Officers of Health.
 - A member of one of ALPHA's seven affiliated organizations (i.e., AOPHBA, APHEO, ASPHIO, HPO, OAPHD, ODPH, OPHNL).
- Consideration may also be given to individuals outside of the ALPHA membership who have made outstanding contributions to public health in Ontario.

Who deserves the DSA?

- Eligible recipients have:
 - Demonstrated exceptional qualities of leadership in their own milieu.
 - Achieved tangible results through lengthy service and/or distinctive acts.
 - Displayed exemplary devotion to public health at the provincial level.

Who can nominate?

- Any member of ALPHA including Board of Health members, Medical and Associate Medical Officers of Health, and Affiliate representatives may nominate. Please note that three (3) Section or Affiliate members of ALPHA must sign the nomination form.
- In the case of nominations of *non-members of ALPHA*, nominations must come from any three (3) active members of ALPHA; only ALPHA members may nominate potential candidates.
- The Award is presented on behalf of each of ALPHA's various membership groups, i.e., the Boards of Health Section, Council of Ontario Medical Officers of Health (COMOH), and the seven Affiliate organizations of ALPHA. **Therefore, nominations must be issued by the nominee's Section or Affiliate organization** (i.e., nominations of Board of Health members must come from the Board of Health Section; nominations of Medical/Associate Medical Officer of Health must come from the Council of Ontario Medical Officers of Health; and nominations of senior public health staff must come from the nominee's respective Affiliate organization). If you want to recommend an individual for nomination by their Section or Affiliate organization, please contact the Chair or President of the respective Section or Affiliate organization.

What materials must accompany the nomination form?

1. Signatures of the nominator and two (2) other supporting voting members of alPHA.
2. A **cover letter explaining why the nominee is deserving of this award**. Since the members of the Selection Committee more than likely will not know the nominee, they will base their assessment on what is conveyed to them in the cover letter. The letter should tell the Selection Committee what the nominee has achieved and why it is outstanding.
3. A service record or curriculum vitae that includes the following:
 - Personal achievements at the local level.
 - Special or distinctive services on behalf of public health provincially.
 - Leadership and contributions on behalf of alPHA and/or one of its Sections; an Affiliated organization; or a provincial public health organization.

Where should I send the nominations to?

- Nomination forms along with all relevant accompaniments should be emailed to Loretta Ryan, Executive Director, alPHA, at loretta@alphaweb.org.

When is the deadline to submit nominations?

- **Friday, April 14, 2023, 4:30 PM.**

Who selects the DSA recipients?

- All nominations are reviewed by the Executive Committee of alPHA.
- In the event of a tie, the alPHA Board of Directors will determine the Award recipient.

How are Award recipients notified?

- Award recipients are notified in writing by alPHA approximately one month prior to the conference date.
- Award recipients will be recognized during the *Annual Conference*.

Who can I contact if I have further questions on the Awards?

- Loretta Ryan, Executive Director, alPHA, 416-595-0006 ex. 222, email: loretta@alphaweb.org.



2023 NOMINATION FORM

Distinguished Service Award

I HEREBY NOMINATE THE FOLLOWING INDIVIDUAL TO RECEIVE THE *alpha* DISTINGUISHED SERVICE AWARD:

Nominee: _____

Title: _____

Health Unit/Agency/Organization: _____

Mailing Address: _____

Email: _____

Telephone: _____

Membership Group within alpha (choose one):

- | | | | | |
|-----|-------|--------|-------|--------|
| BOH | COMOH | AOPHBA | APHEO | ASPHIO |
| HPO | OAPHD | ODPH | OPHNL | OTHER |

NOMINATOR'S SIGNATURE:

Name (please print): _____

Title: _____

Health Unit/Agency/Organization: _____

Email: _____

Signature: _____ Date: _____

SUPPORTING SIGNATURES (*must be different from nominator*):

1. _____ Name (please print): _____

2. _____ Name (please print): _____

This completed form **must** be accompanied by a **cover letter** and **service record**, or curriculum vitae, to at least include a list of personal achievements at the local level, special or distinctive services on behalf of public health provincially and contributions on behalf of alpha and/or one of its Sections, Affiliated organizations, or a provincial health organization.

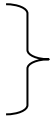
Please forward by Friday, April 14, 2023, 4:30 PM

to: Loretta Ryan, Executive Director, Association of Local Public Health Agencies, loretta@alphaweb.org

CALL FOR BOARD OF HEALTH NOMINATIONS
2023-2025
aPHa BOARD OF DIRECTORS



alPHa is accepting nominations for **three** Board of Health representatives to fill positions on its Board of Directors from the following regions and for the following terms:

<ol style="list-style-type: none"> 1. North East 2. Central East 3. North West 		<p>2-year term each (June 2023 to June 2025)</p>
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See the attached appendix for boards of health in each of these regions.

Each position will fill a seat on the Boards of Health Section Executive Committee and a seat on the alPHa Board of Directors. If you are an active member of a Board of Health/Regional Health Committee who is interested in running for a seat, please consider standing for nomination.

Qualifications:

- Active member of an Ontario Board of Health (or regional public health committee) that is a member organization of alPHa.
- Knowledge and skills in the areas of not-for-profit governance: policy, finance, programs and human resources.
- Previous volunteer leadership experience in a not-for-profit is an asset but not a requirement.
- Strong commitment to public health and the work of the organization.

An election to determine the representatives will be held at the Boards of Health Section Meeting on Wednesday, June 14, 2023. All nominees must be present.

Nominations close on **Wednesday, June 7, 2023, at 4:30 pm. Candidates are encouraged to submit well in advance of the deadline in order to ensure they have a complete application package.**

Serving on the alPHa Board is an important opportunity for you to:

- Play a part in making alPHa a stronger leadership organization for public health agencies in Ontario.
- Represent your colleagues at the provincial level.
- Participate in discussion reflecting common concerns of public health agency management across the province.
- Expand your contacts and strengthen relationships with Medical Officers of Health, Public Health Unit senior staff and board of health members and lend your expertise to the development of alPHa position papers and official responses to issues affecting all public health agencies.
- Participate on provincial ad hoc or advisory committees.

Continued

Duties of a Director:

- Make decisions in the best interest of the Association's long and short-term goals, objectives, priorities, and initiatives using a thorough understanding of alPHA's Constitution, Strategic Plan, and policies and procedures, including the Code of Conduct.
- Prepare for, attend and actively participate in Board meetings and the Annual General Meeting.
- Approve Strategic Plan, Annual Budget, and Annual Report.
- Review and approve major contracts and grants.
- Complete tasks as assigned by the President and the Executive Committee.
- Provide written and verbal reports, as appropriate.
- Participate on ad hoc committees and sub-committees, as appropriate.
- Provide input and consultation to the alPHA President and Executive Director, as needed.
- Hire and evaluate the Association's Executive Director.
- Serve as a public figure and spokesperson for the Association, as appropriate.

How is the alPHA Board structured?

- There are 22 directors on the alPHA Board.
 - 7 from the Boards of Health Section.
 - 7 from the Council of Ontario Medical Officers of Health (COMOH).
 - 1 from each of the 7 Affiliate Organizations of alPHA.
 - 1 from the Ontario Public Health Association Board of Directors (non-voting Associate)
- There are three (3) committees of the alPHA Board: Executive Committee, Boards of Health Section Executive, and COMOH Executive.

What is the Boards of Health Section Executive Committee of alPHA?

- This is a committee of the alPHA Board of Directors comprising seven (7) *Board of Health representatives*.
- It includes a Chair and Vice-Chair who are chosen by the Section Executive members; and
- Members of the Section Executive attend all alPHA Board meetings and participate in teleconferences throughout the year.

How long is the term on the Boards of Health Section Executive/alPHA Board of Directors?

- A full term is two (2) years with no limit to the number of consecutive terms.
- Mid-term appointments will be for less than two years.

What is the time commitment for a Section Executive member/Director of alPHA?

- alPHA Board meetings are held four (4) times a year; a fifth and final meeting is held at the June *Annual Conference*.
- Boards of Health Section Executive Committee teleconferences are held five (5) times throughout the year.
- The Chair of the Boards of Health Section Executive participates on alPHA Executive Committee teleconferences that are held five (5) to ten (10) times a year. Other ad hoc meetings may be held.

Are my expenses as a Director of the alPHA Board covered?

- Any travel expenses incurred by an alPHA Director during Association meetings are *not* covered by the Association but are the responsibility of the Director's sponsoring health unit.

How do I stand for consideration for appointment to the alPHa Board of Directors?

- Submit a completed Form of Nomination and Consent along with a biography of your suitability for candidacy (maximum 200 words) and a copy of the motion from your Board of Health supporting your nomination to alPHa by **Wednesday, June 7, 2023 at 4:30 pm. Candidates are encouraged to submit their documents well in advance of the deadline in order to ensure they have a complete application package. Only complete package can be considered for appointment.**
- **All nominees are required to attend and participate in the alPHa Boards of Health Section Executive Elections on June 14, 2023.**

Who should I contact if I have questions on any of the above?

- Loretta Ryan, Executive Director, alPHa, 416-595-0006 ex. 222, email: loretta@alphaweb.org.

Appendix to Nomination and Consent Form – aPHa Board of Directors 2023-2025

<p>North West Region Boards of health in this region include:</p> <p>Northwestern Thunder Bay</p>	<p>North East Region Boards of health in this region include:</p> <p>Algoma North Bay Parry Sound Porcupine Sudbury Timiskaming</p>
<p>Central East Region Boards of health in this region include:</p> <p>Durham HKPR Peel Peterborough Simcoe Muskoka York Region</p>	

_____, a Member of the Board of Health of
(Please print nominee's name)

_____, is HEREBY NOMINATED
(Please print health unit name)

as a candidate for election to the alPHa Board of Directors for the following Boards of Health Section Executive seat from (*choose one using the list of Board of Health Vacancies on previous pages*):

- North East (2- year term)
- Central East (2-year term)
- North West Region (2-year term)

SPONSORED BY:

1) _____
(Signature of a Member of the Board of Health)

2) _____
(Signature of a Member of the Board of Health)

Date: _____

I, _____, HEREBY CONSENT to my nomination
(Signature of nominee)

and agree to serve as a **Director of the alPHa Board** if appointed.

Date: _____

IMPORTANT:

1. Nominations close on **Wednesday, June 7, 2023 at 4:30 pm**, and must be submitted to alPHa by this deadline.. **Candidates are encouraged to submit well in advance of the deadline in order to ensure they have a complete application package.**
2. A **biography** of the nominee outlining their suitability for candidacy, as well as a **motion passed by the sponsoring Board of Health** (i.e. record of a motion from the Clerk/Secretary of the Board of Health) must also be submitted along with this nomination form on separate pages by the deadline. **There is a 200-word limit for the biography. Links may be included in the biography but not attachments. Candidates are encouraged to include a photo.**
3. Email the completed form, biography and copy of Board motion, to Loretta Ryan at loretta@alphaweb.org.