Appendix I

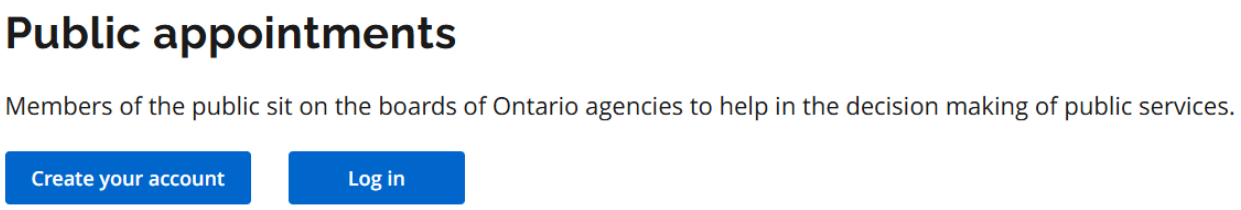
Provincial Appointee Application Process

The provincial appointee process in Ontario involves identifying and advertising vacant positions in agencies, boards, and commissions, followed by a competitive and merit-based selection process, which may include interviews, submission of reference and/or background checks. If an applicant is successful they would receive the appointment by either a Minister's letter or through an Order in Council.

The OPP Detachment Boards are listed as vacant or filled on the Ontario Public Secretariat Vacant Positions webpage, with a description of the Board. Please note that OPP Board positions on the provincial webpage do not have an application form such as those found for some other vacant provincial appointee positions. In order to apply for one of the vacant OPP Detachment Board positions in either Bracebridge or Huntsville please create an online profile as follows:

1. Visit the following webpage to create a profile: Public Appointments

2. At the top of the above page select "Create your account"

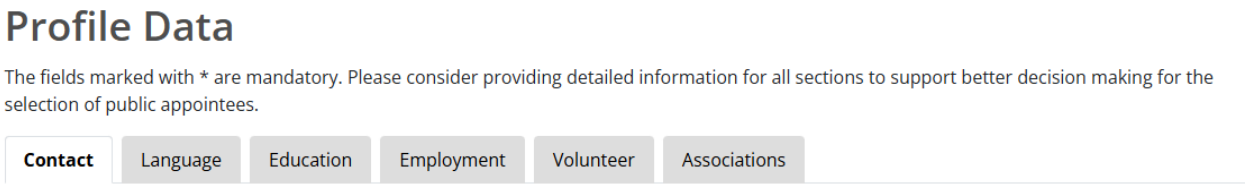


3. Complete the required fields on the online form and select Create Account.

4. An email will be sent to you to activate the account, select the link in the email.

5. Once the email is confirmed a webpage will open asking you to Please log in. Select the link.

6. Upon login please update all Profile Data information by selecting the tabs at the top and entering in the requested information.



7. Once the Profile Data is Complete select Save, then Profile Preferences.

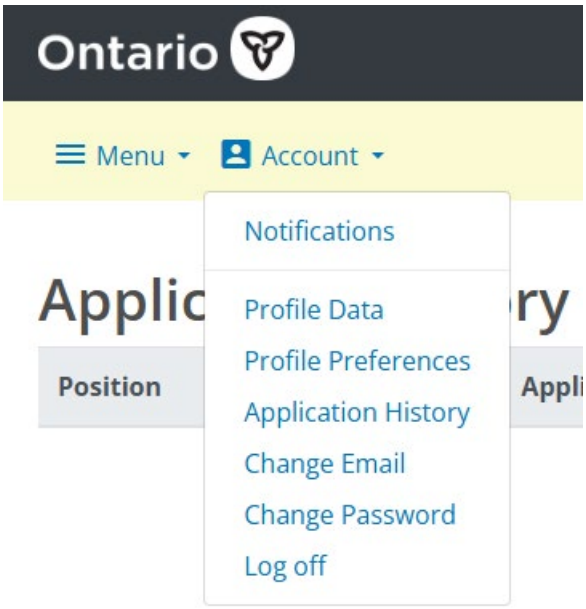
8. Complete the Profile Preference Tab by selecting Profile Preferences as follows:

- Compensation & Time Commitment – Either and Meet as Required
- Location – Select “Select Locations” that enter either Huntsville or Bracebridge into the search bar and then select “Add Selected Locations
- Interest – Under “Sectors select “Justice” and any “Functions” that apply

9. At the top of the page select the “Contact Preferences” tab and enter either Huntsville or Bracebridge in the “Filter by Agency Name” search bar.

10. Select the appropriate OPP Detachment Board. Then select the “These Agencies ONLY” check box if this is the only opportunity you wish to apply for and then Select Save.

11. If at any time you need to update information select the drop down arrow beside “Account” and select the Profile information you would like to update.



12. Notify the Board Administrator at clerk@muskoka.on.ca that you have applied, in order that a prompt to review applications may be sent to the Ministry.