

PETERBOROUGH PUBLIC HEALTH
 Board of Health
POLICY AND PROCEDURE

Section: Board of Health	Number: 2-251	Title: Orientation for Board of Health Members
Approved by: Board of Health		Original Approved by Board of Health On (YYYY-MM-DD): 1984-09-01
Signature: <i>Original signed by Board Chair</i>		Author: Governance Committee
Date (YYYY-MM-DD): 2020-03-11		
Reference:		

NOTE: This is a **CONTROLLED** document for internal use only, any document appearing in a paper form should **ALWAYS** be checked against the online version prior to use.

Objective

To provide new Board members with appropriate orientation to Peterborough Public Health, its programs and services, and to ensure that all returning members are provided with ongoing education to enhance their potential contribution and to the capacity of the Board as a whole.

Procedure

1. A letter will be sent welcoming the new Board member and advising of the dates of upcoming Board meetings, as well as Committee meeting dates should the member wish to attend as an observer.
2. The new Board member will be invited to visit Peterborough Public Health (PPH) to meet with the Medical Officer of Health (MOH). The MOH will provide an overview of PPH's programs and services; answer any questions the new member may have; and, provide the member with a tour of the office and introduce them to Management staff.
3. The new Board member will be provided with the following information:
 - Association of Local Public Health Agencies Board of Health Orientation Manual
 - History of Peterborough Public Health (PPH)
 - History of Public Health Units of Ontario
 - PPH Strategic Plan
 - Current Organizational Chart
 - Most recent PPH Annual Report
 - Medical Officer of Health Job Description
 - Board of Health By-Laws, Policies and Procedures
 - Ontario Public Health Standards
 - Ontario Public Health Organizational Standards
 - Health Protection and Promotion Act and applicable Regulations
 - Municipal Conflict of Interest Act
 - Information on Related Organizations (e.g., Ministry of Health, Public Health Ontario, etc.)

- Names and contact information of current Board of Health Members

This list may be supplemented with any reports/documents pertaining to major developments or issues of current interest to the Board.

4. The new Board member will be required to sign a Declaration of Confidentiality Form prior to attending their first Board of Health meeting. Returning Members will be required to sign the same form at the first regular Board of Health meeting of each calendar year.
5. Beyond the initial orientation program, the Board of Health will provide ongoing professional development to ensure that its members maintain or improve their skills, and that they continue to deepen their understanding of Peterborough Public Health's services, related community matters and governance.
6. Ongoing education may take place as part of a regular or special Board meeting, or in a separate educational session. Additional opportunities may include attendance with external organizations at meetings, workshops and conferences.

Review/Revisions

- On (YYYY-MM-DD):** 1989-07-12 (MOH)
- On (YYYY-MM-DD):** 2007-10-30 (MOH)
- On (YYYY-MM-DD):** 2013-09-30 (Board)
- On (YYYY-MM-DD):** 2015-12-09 (Board review/no changes)
- On (YYYY-MM-DD):** 2017-12-13 (Board)
- On (YYYY-MM-DD):** 2020-03-11 (Board)