

PETERBOROUGH PUBLIC HEALTH
Board of Health
POLICY AND PROCEDURE

Section: Board of Health	Number: 2-100	Title: By-Law Number 1, Management of Property
Approved by: Board of Health		Original Approved by Board of Health On (YYYY-MM-DD): 1989-10-11
Signature: _____		Author: Director of Operations
Date (YYYY-MM-DD): 2022-08-10		
References:		

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.

By-Law Number 1
A By-Law for the Management of Property

1. In this By-law:
 - (1) "Act" means the Health Protection and Promotion Act;
 - (2) "Board" means the Board of Health for Peterborough Public Health; and
 - (3) "Medical Officer of Health" means the Medical Officer of Health of the Board as defined under the Act and Regulations.
 - (4) "Real property" means land, building, furnishings, equipment and any interest, estate or right of easement affecting same.
2. The Board shall hold title to any real property acquired by the Board for the purpose of carrying out the functions of the Board and may sell, exchange, lease, mortgage or otherwise charge or dispose of real property owned by it in accordance with the Act. The Medical Officer of Health/Chief Executive Officer has the authority to approve the acquisition or disposal of real property up to the value of \$100,000. Purchases above this amount requires Board approval.
3. The Director of Operations shall be responsible for the care and maintenance of all property. Such responsibility shall include, but not be limited to, the following.
 - (1) The care and maintenance of any owned or leased
 - (i) land, buildings and condominium units;
 - (ii) furnishings; and
 - (iii) equipment.
 - (2) The replacement of or repairs to capital items.
 - (3) The maintenance of up-to-date property insurance coverage.

4. The Board shall ensure, through the Medical Officer of Health, that all such property complies with applicable statutory requirements contained in municipal, provincial and/or federal legislation. The Medical Officer of Health will designate staff representatives for property boards or councils (e.g., Condominium Board), and will ensure regular reporting on the status of the property to the Stewardship Committee at least annually.

This By-law shall be deemed to have come in to force on the 11th day of October, 1989.

Dated at the City of Peterborough the 25th day of October, 1989.

Review/Revisions

- On (YYYY-MM-DD): 1989-10-11 (Board)**
- On (YYYY-MM-DD): 1998-10-28 (Board)**
- On (YYYY-MM-DD): 2005-04-01 (MOH, review only)**
- On (YYYY-MM-DD): 2006-03-06 (Board Chair, review only)**
- On (YYYY-MM-DD): 2007-10-09 (MOH, review only)**
- On (YYYY-MM-DD): 2010-07-07 (Board)**
- On (YYYY-MM-DD): 2012-12-12 (Board)**
- On (YYYY-MM-DD): 2014-11-03 (Governance, review only)**
- On (YYYY-MM-DD): 2017-11-08 (Board)**
- On (YYYY-MM-DD): 2020-06-10 (Board, no revisions)**
- On (YYYY-MM-DD): 2022-08-10 (Board, no revisions)**