

PETERBOROUGH PUBLIC HEALTH

Board of Health

POLICY AND PROCEDURE

Section: Board of Health	Number: 2-140	Title: By-Law Number 5 - Powers, Duties and Term of Office of the Chairperson and Vice-Chairperson of the Board of Health
Approved by: Board of Health		Original Approved by Board of Health On (YYYY-MM-DD): 1989-10-25
Signature: _____		Author:
Date (YYYY-MM-DD): 2022-05-11		
Reference: Health Protection and Promotion Act, R.S.O. 1990, c. H.7, Section 48 to and including Section 51, and R.R.O. 1990, Regional 559		

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By-Law Number 5 Powers, Duties and Term of Office of the Chairperson and Vice-Chairperson of the Board of Health

1. In this By-law:
 - 1.1. "Board" means the Board of Health for the Peterborough County-City Health Unit, also referred to as Peterborough Public Health;
 - 1.2. "Chairperson of the Board" means the Chairperson elected under the Act;
 - 1.3. "Vice-Chairperson of the Board" means the Vice-Chairperson elected under the Act;
 - 1.4. "Committee" means an assembly of members, appointed by the Board of Health, that must meet together to transact business on behalf of the Board;
 - 1.5. "Council" means the municipal councils of the Corporations of the County of Peterborough and the City of Peterborough; and the Councils of Curve Lake First Nation and Hiawatha First Nation;
 - 1.6. "Member" means a person who is appointed to the Board by a council or the Lieutenant Governor in Council or a person who is appointed to a committee by the Board.
2. The officers of the Board shall be:
 - the Chairperson of the Board; and
 - the Vice-Chairperson of the Board.

3. The Chairperson of the Board is elected at the first meeting of the year and has the following responsibilities:

- Provide leadership to the Board of Health (BOH).
- Ensure the BOH meets its obligations and fulfills its governance role while respecting and understanding the role of management.
- Preside at all meetings of the BOH and ensure meetings are efficient and effective:
 - set agendas for Board meetings and ensure that matters dealt with at Board meetings adequately reflect the Board's role;
 - ensure that Board meetings are conducted in an orderly manner, according to applicable legislation and BOH By-Laws and Policies;
 - facilitate and move forward the business of the Board, ensuring that relevant information is made available to Board members in a timely manner;
 - encourage all Board members to actively and respectfully participate in discussions on agenda topics, providing for fair and appropriate debate on issues relevant to the agenda;
 - rule on procedural matters during Board meetings; and
 - facilitate the Board in reaching consensus, whenever possible.
- Ensure the effectiveness of standing Committees of the BOH:
 - The Chairperson serves as an ex-officio member on all BOH Committees to which he/she has not been appointed as a member.
 - As an ex-officio member to all committees, the Chairperson retains the rights and privileges afforded to other committee members, such as the right to vote, however they are not counted when determining the number required for a quorum of the Committee.
- Represent the BOH as required at public or official functions and act as the official spokesperson of the BOH, or designate another Board member to do so.
- Oversee the Board's evaluation processes and provide constructive feedback to BOH members.
- Sign on behalf of the BOH, any class of or particular contract, arrangement, conveyance, mortgage, obligation or other document.
- Serve as a mentor to other Board of Health members and ensure that all Board of Health members contribute fully to the work of the Board.
- Act on non-attendance at Board of Health or Board Committee meetings.
- Ensure the effectiveness of the Medical Officer of Health:
 - Serve as the Board of Health central point of official communication with the MOH and counsel the MOH regarding Board's expectations and concerns.
 - Facilitate co-operative relationships and foster a collaborative work environment for BOH members and the MOH.
 - Lead in monitoring and evaluating the performance of the MOH. A performance appraisal should be scheduled before the end of the MOH's probationary period, and then at least every two (2) years, preferably around the MOH's anniversary date.
 - Meet with the MOH at the beginning and end of the Chair's term to review the annual work plan, which includes the setting of professional development goals.
 - Approve vacation, conference and expense requests for the MOH.
- Other duties and powers as are from time to time determined by the BOH.

4. The Vice-Chairperson shall have all the powers and performs all the duties of the Chairperson of the Board in the absence or disability of the Chairperson of the Board together with such powers and duties, if any, as may be assigned from time to time by the Board.
5. The terms of all officers of the Board shall expire when their successors are elected and no later than immediately preceding the first meeting as set out in section 3 of By-law Number 3.

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

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

Review/Revisions:

- On (YYYY-MM-DD):** 1998-10-28
- On (YYYY-MM-DD):** 2005-01-12
- On (YYYY-MM-DD):** 2006-03-06
- On (YYYY-MM-DD):** 2007-10-11
- On (YYYY-MM-DD):** 2010-10-13
- On (YYYY-MM-DD):** 2013-09-11
- On (YYYY-MM-DD):** 2015-12-09 (review)
- On (YYYY-MM-DD):** 2016-09-14
- On (YYYY-MM-DD):** 2017-09-13
- On (YYYY-MM-DD):** 2019-09-18
- On (YYYY-MM-DD):** 2022-05-11 (no changes)