

# HALIBURTON KAWARTHA NORTHUMBERLAND PETERBOROUGH (HKNP) HEALTH UNIT

<b>By-Law #2</b>	<b>Banking and Finance</b>
Section	Board of Health
Lead	Board of Health
Approval Level	Board of Health
Original Approval	2025-JAN-02
Reviewed/Revised	2025-APR-16
Next Review	2027-APR-16
Reference	<i>Health Protection and Promotion Act (HPPA)</i> Public Health Funding and Accountability Agreement (PHFAA) Ontario Public Health Standards: Requirements for Programs and Services, and Accountability (Standards)

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

Pursuant to Section 56 (1) (b) of the Ontario *Health Protection and Promotion Act*, RSO 1990, Chapter H7, the Board of Health shall pass a bylaw respecting banking and finance.

## 1. In this by-law:

“Act” means the Ontario *Health Protection and Promotion Act*, RSO 1990, Chapter H7;

“Board” means the Board of Health for Haliburton Kawartha Northumberland Peterborough Health Unit;

“Chair” means the Chair of the Board elected pursuant to the Act;

“Vice-Chair” means the Vice-Chair of the Board elected pursuant to the Act;

“Medical Officer of Health” means the Medical Officer of Health of the Board as defined under the Act and its regulations;

“Associate Medical Officer of Health” means the Associate Medical Officer of Health of the Board as defined under the Act and its regulations;

“Business Administrator” means the business administrator of the Board; and

“Director of People & Communications” means the Director of People and Communications for the Haliburton Kawartha Northumberland Peterborough Health Unit.

2. All matters related to the financial affairs of the Board shall be overseen and executed by the Medical Officer of Health and shall be carried on without purpose of gain for such Medical Officer of Health or for any other individual working on behalf of the Board, and any profits or other gains to the organization shall be used in promoting its objectives.
3. The Board shall enter into an agreement with a recognized chartered bank or trust company which will provide the following services:
  - a. A current account;
  - b. The provision of cancelled cheques on a monthly basis, together with a statement showing all debits and credits;
  - c. Payment of interest at a rate to be negotiated between the Board and the bank or trust company for all surplus funds temporarily held in such account(s);
  - d. Provision of advice and other banking services as required by the Board; and
  - e. Credit facilities and lending services as required by the Board from time to time as determined by the Medical Officer of Health.
4. The Medical Officer of Health and Business Administrator shall be authorized to enter into an agreement with a recognized company to provide additional financial services including but not limited to:
  - a. Payroll services;
  - b. Debit card processing; and
  - c. Corporate credit card for procurement of goods and services.
5. Once every five years a Request for Proposal or tenders shall be called by the Business Administrator for banking services. A recommendation for approval will be provided to the Board by the Medical Officer of Health.
6. Signing Officers shall be restricted to the following parties:
  - a. Chair;
  - b. Vice-Chair;
  - c. Medical Officer of Health;
  - d. Associate Medical Officer of Health;
  - e. Business Administrator; and

- f. Director of People & Communications.
- 7. The Board shall maintain a formal up-to-date list of the names, titles and signatures of those individuals who have signing authority.
- 8. All cheques shall be signed by two authorized signing officers. The Chair and Vice-Chair shall not sign the same cheque.
- 9. The Medical Officer of Health along with the Associate Medical Officer of Health, Business Administrator, Director of People & Communications, the Chair, or the Vice-Chair may authorize the borrowing of funds up to a maximum loan amount of \$50,000. The Medical Officer of Health may authorize the borrowing of funds up to a maximum loan amount of \$100,000. Where a proposed loan amount exceeds \$100,000, Board approval is required and one of the authorizing signatures must be the Chair or Vice-Chair, along with the Medical Officer of Health.
- 10. No person may approve a payment to themselves.
- 11. The Medical Officer of Health and the Business Administrator shall be authorized to:
  - a. Deposit or negotiate or transfer to the bank or trust company (but only for the credit of the Board) any and all cheques, promissory notes, bills of exchange or orders for payment of monies;
  - b. Receive all paid cheques and vouchers and arrange, settle, balance and certify all books and accounts between the Board and the bank or trust company;
  - c. Sign the form of settlement of balances and releases of the bank or trust company;
  - d. Receive all monies and give acquittance for same; and
  - e. Invest excess or surplus funds in interest-bearing accounts or short-term deposits.
- 12. The Business Administrator, under the direction of the Medical Officer of Health, shall:
  - a. prepare and manage the annual budget for submission to the Board;
  - b. prepare financial and operating statements for the Board in accordance with applicable policies indicating the financial position of the Board with respect to the current operations;

HALIBURTON KAWARTHA NORTHUMBERLAND PETERBOROUGH (HKNP) HEALTH UNIT

- c. act as custodian of the books of account and accounting records of the Board required to be kept by the laws of the province;
- d. arrange, in consultation with the auditor of the Board, for an annual audit of all accounting books and records;
- e. report to the Board on all financial and banking matters;
- f. reconcile all balances with all constituent municipalities and appropriate ministries upon receipt of final year end settlements; and
- g. perform other duties as the Board may direct from time to time.

This By-law read a first, second and third and final time and passed this 16th day of April, 2025.

***Original signed by***

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Chair, Board of Health  
Haliburton Kawartha Northumberland  
Peterborough Health Unit

***Original signed by***

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Medical Officer of Health  
Haliburton Kawartha Northumberland  
Peterborough Health Unit