

By-Law #5	Duties of Officers and Management of Board of Health
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, R.S.O. 1990, c. H.7, s. 56 (1)</i>

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 (2) (b) and (c) of the Ontario *Health Protection and Promotion Act*, RSO 1990, Chapter H7, the Board of Health may pass bylaws respecting the appointment, duties and removal of officers (other than the medical officer of health or an associate medical officer of health) and employees, and the remuneration, pensions and other benefits of officers and employees, as well as any other matter necessary or advisable for the management of the affairs of the board of health.

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, or in the absence of the Chair of the Board, it means the person designated to act on their behalf with respect to meetings of the Board;

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

“Councils” means the municipal councils of the Corporations of:

- a. County of Haliburton;
- b. City of Kawartha Lakes;
- c. County of Northumberland;
- d. City of Peterborough; and
- e. County of Peterborough;

And First Nation Councils where Section 50 agreements are in place.

“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;

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

“member” means a member of the Board who is appointed by a Council (inclusive of First Nation Councils where Section 50 agreements are in place) or the Lieutenant Governor-in-Council or a person who is appointed to a committee by the Board;

“committee” means two or more members appointed by the Board to meet and transact business on behalf of the Board;

“meeting” means an official gathering of members of the Board or a Committee to transact business;

“Municipal Act” means the Ontario *Municipal Act, 2001*, SO 2001 c25.

2. Duties of Officers of the Board

2.1 The officers of the Board shall be:

- 2.1.1 the Chair of the Board; and
- 2.1.2 the Vice-Chair of the Board.

2.2 The Chair of the Board is elected at the first meeting of the year and has the following responsibilities:

- Provide leadership to the Board.
- Ensure the Board meets its obligations and fulfills its governance role while respecting and understanding the role of management.
- Preside at all meetings of the Board and ensure meetings are efficient and effective which shall generally include the following tasks:
 - ensure that matters dealt with at Board meetings adequately reflect the Board’s role;
 - ensure that Board meetings are conducted in an orderly manner, in accordance with applicable legislation and Board 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 Board :
 - The Chair serves as an ex-officio member on all Board committees to which the Chair has not been appointed as a member.
 - As an ex-officio member to all committees, the Chair retains the rights and privileges afforded to other committee members, such as the right to vote, however the Chair is not counted when determining the number required for a quorum of the Committee.
- Represent the Board as required at public or official functions and act as the official spokesperson of the Board, or designate another Board member to do so.
- Oversee the Board's evaluation processes and provide constructive feedback to Board members.
- Sign on behalf of the Board, 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.
- Support the Medical Officer of Health by carrying out the following responsibilities:
 - Serve as the Board of Health's central point of official communication with the Medical Officer of Health and counsel the Medical Officer of Health regarding the Board's expectations and concerns.
 - Facilitate co-operative relationships and foster a collaborative work environment for Board members and the Medical Officer of Health.
 - Lead in monitoring and evaluating the performance of the Medical Officer of Health. A performance appraisal should be scheduled before the end of the Medical Officer of Health's probationary period, and then at least every two (2) years, preferably around the Medical Officer of Health's anniversary date.
 - Meet with the Medical Officer of Health at the beginning and end of the Chair's term to review the annual work plan, which includes the setting of professional development goals.
 - Review and approve vacation, conference and expense requests for the Medical Officer of Health.

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

3. Execution of Documents

- 3.1 Except as otherwise directed by the Board or as otherwise expressly set out in any by-law or policy of the Board, the Signing Officers of the Board shall be as follows:

- 3.1.1 Chair of the Board;
- 3.1.2 Vice-Chair of the Board;
- 3.1.3 Medical Officer of Health;
- 3.1.4 Associate Medical Officer of Health;
- 3.1.5 Business Administrator;
- 3.1.6 Director of People & Communications

The above individuals shall be authorized to sign any class of or particular contract, arrangement, conveyance, mortgage, obligation or other document.

- 3.2 A duly-authorized contract, arrangement, conveyance, mortgage, or other document with a pecuniary value of less than \$50,000 shall be signed by any two of the following: the Medical Officer of Health, Associate Medical Officer of Health, Business Administrator, or Director of People & Communications. The second signature for a duly-authorized contract, arrangement, conveyance, mortgage, or other document with a pecuniary value of \$50,000 to less than \$100,000 shall be that of the Medical Officer of Health, or in the absence of the Medical Officer of Health, with their prior, written, explicit approval, the Associate Medical Officer of Health, Business Administrator, or the Director of People & Communications. For a duly-authorized contract, arrangement, conveyance, mortgage, or other document with a pecuniary value of \$100,000 or more, two signatures shall be required. One signature shall be the Chair of the Board or in the absence of the Chair, the Vice-Chair of the Board. The second signature shall be the Medical Officer of Health or in the absence of the Medical Officer of Health, with their explicit written approval, the Associate Medical Officer of Health, Business Administrator, or the Director of People & Communications.

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- 3.3 The Medical Officer of Health, Associate Medical Officer of Health and the Business Administrator are authorized to sign Provincial Accountability Agreements and Service Agreements as required and specified by the relevant Ministry.
- 3.4 An electronic signature may be affixed for the Medical Officer of Health, Associate Medical Officer of Health, Business Administrator, Director of People & Communications, Chair or Vice Chair in compliance with the terms of the agreement, contract or other document, and provided written approval is received from the individual prior to affixing such individual's signature to the document.

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

Original signed by

Chair, Board of Health
Haliburton Kawartha Northumberland
Peterborough Health Unit

Original signed by

Medical Officer of Health
Haliburton Kawartha Northumberland
Peterborough Health Unit