

Roles and Responsibilities of the Board of Health and Individual Members of the Board of Health – B-G-008 Board of Health Policy

1.0 Policy Statement

The Board of Health, for the North Bay Parry Sound District Health Unit, provides or ensures mandated health programs and services to the persons who reside in the area served by the Board, and perform such other functions as are required by or are under the *Health Protection and Promotion Act (R.S.O. 1990, c. H.7, s.4)*, or any other Act.

2.0 Purpose

This procedure describes the roles and responsibilities of the members of the Board of Health for the North Bay Parry Sound District Health Unit.

3.0 Scope / Responsibility

This procedure applies to all members of the Board of Health for the North Bay Parry Sound District Health Unit.

The Board of Health through the Medical Officer of Health/Executive Officer ensures that this policy is implemented.

Each member of the Board of Health has the responsibility to follow this policy.

4.0 Procedure

4.1 Roles and Responsibilities of the Board of Health

- 4.1.1** As specified in Sections 4 and 5 of the *Health Protection and Promotion Act*, the Board of Health for the North Bay Parry Sound District Health Unit must provide or ensure the provision of public health programs and services in the following areas:
- Community sanitation, to ensure the maintenance of sanitary conditions and the prevention or elimination of health hazards;
 - Provision of safe drinking water by small drinking water systems;
 - Control of infectious and reportable disease, including provision of immunization services to children and adults;
 - Health promotion, health protection, and disease and injury prevention, including the prevention and control of cardiovascular disease, cancer, AIDS, and other diseases;
 - Family health, including counselling services, family planning services, health services to infants, pregnant women in high risk categories and the elderly, preschool and school health services, including dental services, screening programs to reduce the morbidity and mortality of disease, tobacco use prevention programs, and nutrition services;
 - Collection and analysis of epidemiological data;

- Such additional health programs and services as are prescribed by the regulations.
- 4.1.2** The minimum standards for the health programs and services in 4.1.1 are outlined in the Ontario Public Health Standards 2008 (Revised October, 2015).
- 4.1.3** As specified in Section 9 of the *Health Protection and Promotion Act*, the Board of Health may provide any other optional health program or service in any area in the Health Unit served by the Board of Health if:
- The Board of Health is of the opinion that the health program or service is necessary or desirable, having regard to the needs of persons in the area: and,
 - The councils of the municipalities in the area approve of the provision of the health program or service.
- 4.1.4** In order to accomplish 4.1.1, 4.1.2 and 4.1.3, the Board of Health has the responsibility to:
- a) Establish the vision for the North Bay Parry Sound District Health Unit;
 - b) Develop a mission for the North Bay Parry Sound District Health Unit;
 - c) Ensure the development of a strategic plan through appropriate planning processes; (includes advice and input of staff and community partners; may include advice and input from Board of Health and clients)
 - d) Approve the strategic plan;
 - e) Ensure the preparation of an annual operating plan that will accomplish the mission and vision in accordance with the strategic plan;
 - f) Monitor and measure the Health Unit's performance against the approved strategic and annual operating plans;
 - g) Retain overall accountability for the performance of the Health Unit;
 - h) Establish and abide by all Board of Health Bylaws, policies, and procedures;
 - i) Ensure the financial viability of the North Bay Parry Sound District Health Unit by establishing key financial objectives and indicators and monitoring the Accountability Agreement Performance Indicators (review semi-annually) against these objectives;
 - j) Approve the annual operating budget;
 - k) Ensure the Board of Health membership, recruitment, orientation, and continuing education;
 - l) Ensure that there is, at all times, adequate property and general liability insurance;
 - m) At the first Board of Health meeting of each year, the Board of Health appoints, by resolution, legal advisors for the current year. The Board of Health may appoint additional legal advisors, as needed, by resolution, at a subsequent meeting;
 - n) Build and maintain good relationships with the Ministry of Health and Long-Term Care Public Health Division and other key stakeholders;

- o) Advocate for the North Bay Parry Sound District Health Unit;
- p) Ensure sufficient human and physical resources to provide programs and services;
- q) Hire and evaluate the performance and establish the compensation of the Medical Officer of Health/Executive Officer;
- r) Provide fair remuneration for all staff employed by the North Bay Parry Sound District Health Unit;
- s) Shall take all reasonable care to ensure that the North Bay Parry Sound District Health Unit complies with the *Occupational Health and Safety Act* and the regulations, orders and requirements of Ministry of Labour inspectors and Directors, and orders of the Ministry of Labour (Occupational Health & Safety Policy - [B-P-004](#));
- t) Complete mandatory Board of Health Self Evaluation every two years (Ontario Public Health Organizational Standards #4.3);
- u) Carry out such other tasks, which may be required to ensure the work of the organization;

4.2 Roles and Responsibilities of Individual Board of Health Members

Individual Board of Health Members have the responsibility to:

- a) Act ethically, honestly, and in good faith with a view to ensure the best interests of the North Bay Parry Sound District Health Unit and exercise the care, diligence, and skill that a reasonable prudent person would exercise in comparable circumstances. The Board of Health member does not represent the specific interests of any constituency. The Chairperson does not function as an advocate, except to promote public health programs and services to fulfill the Health Unit's mandate. The Board of Health member complies with the *Health Protection and Promotion Act, R.S.O. 1990, c H.7.*, Board of Health Bylaws, and Board of Health policies and procedures.
- b) Carry out the powers of office only when acting as a voting member during a duly constituted meeting of the Board of Health or one of its appointed bodies. A Board of Health member respects both the responsibilities delegated by the Board of Health to the Medical Officer of Health/Executive Officer and those legislated responsibilities of the Medical Officer of Health/Executive Officer, avoiding interference with his/her duties but insisting upon accountability and reporting mechanism for assessing Health Unit performance.
- c) Comply with the North Bay Parry Sound District Health Unit Conflict of Interest Policy ([B-G-003](#)).
- d) Be active, committed, positive, constructive, and professional while serving in the role as a Board of Health member;
- e) Be a team player and support Board of Health decisions;
- f) Listen and communicate through speaking and writing;
- g) Evaluate various options and decide what is best for the organization and the community;

- h) Maintain confidentiality regarding Board of Health business (Confidentiality of Information Policy - [B-G-004](#));
- i) Attend Board of Health meetings and assigned committee meetings using a minimum of 75% attendance as a guideline. When unable to attend a meeting, a Board of Health member gives early notice.
- j) Prepare for all meetings, ask informed questions, and make a constructive contribution to discussions;
- k) Contribute specific expertise, skills, and other attributes that are needed by the Board of Health;
- l) Take advantage of opportunities to be educated and informed about the Board of Health and the key issues in public health through participation in orientation and ongoing Board of Health education;
- m) Maintain open lines of communication between the Board of Health and North Bay Parry Sound District Health Unit employees;
- n) Be accountable and support Board of Health actions and decisions;
- o) Represent the North Bay Parry Sound District Health Unit in community affairs when necessary;
- p) Advocate the interests of the North Bay Parry Sound District Health Unit and assist in developing community understanding and support for the Health Unit;
- q) Have an interest in improving the health of the community based on the broad determinants of health;
- r) Carry out additional tasks that may be assigned by the Chairperson of the Board of Health.

5.0 Records Retention

All records relating to this Policy are retained in accordance with the Records Retention and Management work instruction ([WI-HU-108](#)).

6.0 References

Internal References

- a) North Bay Parry Sound District Health Unit, [Board of Health Bylaws](#).
- b) [Quality Assurance Manual](#) (1999).
- c) Records Retention and Management – [WI-HU-108](#)
- d) Conflict of Interest Policy – [B-G-003](#)
- e) Confidentiality of Information Policy – [B-G-004](#)
- f) Occupational Health & Safety Policy – [B-P-004](#)
- g) Board of Health Orientation Manual, North Bay Parry Sound District Health Unit

External References

- a) *Health Protection and Promotion Act*, R.S.O., 1990, c H.7. [Ontario E-Laws Website](#)
- b) *Municipal Act*, 2001, S.O. 2001, c. 25. [Ontario E-Laws Website](#)
- c) *Occupational Health and Safety Act*, R.S.O 1990, Chapter O.1. [Ontario E-Laws Website](#)
- d) [Ontario Public Health Standards](#)
- e) [Ontario Public Health Organizational Standards](#)
- f) Association of Local Public Health Agencies (ALPHA) Orientation Manual for Boards of Health. [ALPHA Website](#)
(Contact Management Administrative Assistant in the Office of the Medical Officer of Health for information.).

7.0 Summary of Revisions

2017-10-26 – Scheduled review with minor revisions to sections 4.1.1, 4.1.2, and 4.2.

2018-03-29 – Letterhead updated.

8.0 Board Policy Development Details

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Date Approved by Board of Health: **2017-11-22**

Resolution Number: **BOH/2017/11/03**

Date Approved in Portal by Dr. Chirico: **2018-04-03**

Date Issued: **2018-04-16**

Date Due for Review: **2020-04-16**