

Information Process for Meetings of Board of Health and Committees – B-G-013 Board of Health Policy

1.0 Policy Statement

- 1.1** Section 67(1) of the *Health Protection and Promotion Act* states that the Medical Officer of Health reports directly to the Board of Health on issues relating to public health concerns and to public health programs and services under this or any other Act.
- 1.2** The Board of Health has a duty to monitor and measure the North Bay Parry Sound District Health Unit's (Health Unit) performance against the approved strategic and operating plans.
- 1.3** The Medical Officer of Health/Executive Officer provides periodic and regular information to the Board of Health members so they may effectively fulfill their duty.

2.0 Purpose

This policy describes the information that will be provided to the Board of Health by the Medical Officer of Health/Executive Officer or designate and the frequency and timing of this information.

3.0 Scope / Responsibility

This policy applies to the Board of Health and to the Medical Officer of Health/Executive Officer or designate for the Health Unit.

The Medical Officer of Health/Executive Officer or designate is responsible to prepare and present the information outlined in this policy to the Board of Health as well as provide any additional information requested by the Board of Health.

Each member of the Board of Health is responsible to review the information provided, seek clarification of the information if required, determine if any additional information is required, and request through the Chairperson of the Board of Health that this additional information be provided.

4.0 Procedure

- 4.1** The Medical Officer of Health/Executive Officer in collaboration with the Chairperson of the Board of Health or Committee will prepare an agenda for each regular and special Board of Health and Committee meeting for distribution to the members of the Board of Health or the Committee.
- 4.2** At each Board of Health regular meeting, the Medical Officer of Health/Executive Officer or designate may provide the following information:
 - Minutes from the previous Board of Health meeting
 - *Report of the Medical Officer of Health* to address key issues since the last report that may include:

- Updates on the implementation of public health programs and services
- Updates on emerging provincial public health issues
- Updates on community based public health issues or actions
- Descriptions of new or ongoing corporate initiatives
- Information on staffing issues
- Information on policy and procedure issues
- Biannual updates related to the Accountability Agreement Performance Target Indicators
- Biannual updates on progress related to the Strategic Plan
- Annual Risk Assessment reporting
- Other information items of relevance to the Board of Health.

4.3 The Medical Officer of Health/Executive Officer or designate presents information to the Standing Committees of the Board of Health on the following matters as required:

a) Finance and Property Committee

- Annual public health operational plan and financial budget proposal
- Other budgets and proposals for funding that arise during the year
- Quarterly financial statement detailing the budget to actual financial performance of the Health Unit to the quarter end
- Quarterly financial statement showing the details of the Medical Officer of Health/Executive Officer's expenses
- Banking related to signing officers, long-term loans and mortgages
- Property matters related to long-term commitments, occupational, health and safety issues, and accessibility
- Insurance
- Information on any remedial actions taken to address financial issues previously identified by the Board of Health
- Financial policies of the Board of Health.

b) Personnel Policy, Labour/Employee Relations Committee

- Medical Officer of Health/Executive Officer Employment Contract and Evaluation
- Collective agreements (unions) and employment policies (non-union)
- Personnel policies of the Board of Health.

4.4 The Medical Officer of Health/Executive Officer or designate will provide briefing notes that outline an issue, recommended course of action, alternative courses of action, background and analysis, and financial implications on matters for which the Board of Health will be required to make a decision.

4.5 In addition to the regular reports provided the Medical Officer of Health/Executive Officer or designate will apprise the Board of Health on a timely basis, and as required, of any key developments and decisions that impact the Board of Health's ability to fulfill its roles and responsibilities.

- 4.6** The Medical Officer of Health/Executive Officer in collaboration with the Chairperson of the Board of Health will provide copies of relevant correspondence to the members of the Board of Health. A list of Board of Health correspondence received and sent is included in the Board of Health agenda package. A Board of Health correspondence file is available for review electronically in the Board of Health portal.
- 4.7** The Medical Officer of Health/Executive Officer will provide new members of the Board of Health with comprehensive information about the Health Unit through an orientation process provided by the Medical Officer of Health/Executive Officer, including an orientation manual.
- 4.8** The Medical Officer of Health/Executive Officer will provide other information as requested by 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) Records Retention and Management – [WI-HU-108](#)
- c) Roles and Responsibilities of the Board of Health and Members of the Board of Health – [B-G-008](#)
- d) Board of Health Orientation Manual
- e) Board of Health Portal

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) *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11. [Ontario E-Laws Website](#)
- d) Ontario Public Health Organizational Standards, Ministry of Health and Long-Term Care

7.0 Summary of Revisions

2020-02-10 – Letterhead updated and scheduled review with minor updates to sections 4.2 and 4.7, and updated hyperlinks.

8.0 Board Policy Development Details

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