

Appointment, Term of Office, Powers, and Duties for Committees of the Board of Health – B-G-006

Board of Health Policy

1.0 Policy Statement

The Board of Health for the North Bay Parry Sound District Health Unit annually appoints the following Committees and endows them with powers and prescribed duties:

- Standing Committees
- Ad Hoc Committees
- Advisory Committees
- Representatives to Other Boards.

2.0 Purpose

This policy describes:

- the method in use to annually appoint Committees of the Board of Health.
- the method in use to annually appoint representatives to other Boards.
- the powers and prescribed duties of Committees and officers of the Committees.

3.0 Scope / Responsibility

This policy applies to all appointed members and officers of Committees 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 procedure is initiated.

Each elected officer of a Committee has the responsibility to perform his/her prescribed duties with the power vested in him/her.

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

4.0 Procedure

4.1 General

4.1.1 The rules governing the operation of the Board of Health are observed in the Committees insofar as applicable.

4.1.2 The North Bay Parry Sound District Health Unit is in a designated area for French language service.* Bilingual representation on all Board Committees is encouraged.

**According to 2011 Census, 10% of the population reported French as a commonly spoken language at home. French was reported as a mother tongue by 16.9% of the population. ([Statistics Canada Website](#)).*

4.2 Appointment of Standing Committees

- 4.2.1 At the first meeting of the year, the Board appoints by resolution the following Standing Committees:
- Finance and Property Committee to deal with matters of finance, banking, insurance, property, equipment, and financial policies and procedures of the Board of Health.
 - Personnel Policy, Labour/Employee Relations Committee to deal with matters related to collective agreements (unions) and employment policy (non-union), and personnel policies and procedures of the Board of Health.
- 4.2.2 Each Standing Committee is comprised of all Board of Health members.
- 4.2.3 The Chairperson of the Board of Health serves as an Ex-Officio member of all Committees.
- 4.2.4 The Chairperson and Vice-Chairperson of the each Committee is elected, by the Committee, at the first Committee meeting of the year.
- 4.2.5 The Chairperson of a Committee can serve a maximum of three consecutive one-year terms. Each Committee will decide if the term of office is to be extended for the Chairperson.
- 4.2.6 In the event that the Chairperson/Vice-Chairperson cannot complete his/her full term of office, the Committee will appoint a new Chairperson/Vice-Chairperson forthwith to fill the vacancy for the remainder of the term.

4.3 Appointment of Ad Hoc Committees

- 4.3.1 Ad Hoc Committees are appointed from time to time to deal with specific matters referred by the Board of Health and are dissolved at the pleasure of the Board. The Board of Health must approve the composition and terms of reference for these Committees.
- 4.3.2 The Chairperson of the Board of Health serves as an Ex-Officio member of all Ad Hoc Committees.
- 4.3.3 The Chairperson/Vice-Chairperson of an Ad Hoc Committee is elected at the first Ad Hoc Committee meeting of the year.
- 4.3.4 The Chairperson/Vice-Chairperson of the Ad Hoc Committee functions in this capacity until the Committee is dissolved.
- 4.3.5 In the event that the Chairperson/Vice-Chairperson of the Ad Hoc Committee cannot complete his/her full term of office, the Ad Hoc Committee appoints a new Chairperson/Vice-Chairperson forthwith to fill the vacancy for the remainder of the term.
- 4.3.6 Ad Hoc Committee minutes are presented to the Board of Health.

4.4 Appointment of Advisory Committees

4.4.1 Advisory Committees are appointed by the Board of Health to provide community input and advice to programs and/or services of the North Bay Parry Sound District Health Unit. Advisory Committee terms of reference are approved by the Board of Health.

4.4.2 One member of the Board of Health will be appointed to each Advisory Committee.

4.5 Representatives to Other Boards

Where appropriate, the Board of Health annually appoints a representative(s) to other Agencies, Boards, or Commissions.

4.6 Duties and Powers of Committee Chairperson

The Committee Chairperson has the following prescribed duties and vested powers:

- Preside at all meetings of the Committee.
- Report to the Board of Health on the deliberations and recommendations on all matters referred to the Committee.
- Act on non-attendance by Committee members at scheduled Committee meetings (refer to [B-G-009](#)).
- Forward to the incoming Committee for the following year, any matter which is undisposed.
- Other duties and powers as may be determined from time to time by the Board of Health or the Committee.

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) Meeting Proceedings for Board of Health/Committees – [B-G-009](#)

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) *French Language Services Act*, R.S.O. 1990, Chapter F.32. [Ontario E-Laws Website](#)
- d) Statistics Canada. (2011 Census), [Statistics Canada Website](#).

7.0 Summary of Revisions

2017-08-11 – Scheduled review, with no required revisions.

2018-03-29 – Letterhead updated.

8.0 Board Policy Development Details

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