

Code of Conduct – B-G-010

Board of Health Policy

1.0 Policy Statement

The Board of Health members work as a team to set the strategic directions of the North Bay Parry Sound District Health Unit (Health Unit) and expects of itself and its members ethical and business-like conduct. Board of Health members endeavour to direct the activities of the Health Unit as a whole rather than in their own interest or the interest of any specific group. Board of Health members' contributions to discussions and decision-making are positive and constructive and interactions in meetings are courteous, respectful, open, and co-operative.

2.0 Purpose

This policy sets out a code of conduct for the purposes of facilitating the efficient and effective functioning of the Board of Health.

3.0 Scope / Responsibility

This policy relates to the obligations of Board of Health members while acting in the capacity of members of the Board of Health for the Health Unit.

Each individual member of the Board of Health is responsible to comply with the Code of Conduct.

4.0 Procedure

4.1 Board of Health members are accountable to exercise the powers and discharge the duties of their office honestly, in good faith, and in the best interests of the Health Unit. This accountability supersedes the personal interest of any member acting as an individual or acting as a member of another organization. Members exercise the degree of care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances.

4.2 Board members disclose any conflict of interest ([B-G-003](#)).

4.3 Board members do not engage in nepotism ([B-P-006](#)).

4.4 Board members do not divulge confidential matters brought before the Board of Health as per Board of Health Policies [B-G-004](#) - Confidentiality of Information, [B-G-011](#) - Personal Health Information Protection Act 2004, and [B-G-012](#) - Municipal Freedom of Information and Protection of Privacy Act.

4.5 Board members do not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies.

4.5.1 Board members' interactions with the Medical Officer of Health/Executive Officer or with staff recognize that any individual member or group of members does not have authority other than that explicitly stated in Board of Health policy.

- 4.5.2 Board members' interactions with the public, press, or other entities recognize the same limitation and the similar inability of any member(s) to speak for the Board of Health unless so delegated by the Chair.
- 4.5.3 Board members do not encourage direct communication with employees who attempt to bypass internal Health Unit process but encourage employees to utilize reporting lines within the Health Unit to bring their concerns to the Board of Health.
- 4.5.4 Board members must remain neutral by referring all requests for organizational services, either on a personal nature or on behalf of others, to the Medical Officer of Health / Executive Officer who is responsible for initiating a course of action appropriate to the circumstances and will advise the Board member of the outcome.
- 4.6 Board members are familiar with the *Health Protection and Promotion Act* and its regulations, the Ontario Public Health Standards, the Board of Health Bylaws, and Board policies so that any decision of the Board of Health is made in an efficient, knowledgeable, and expeditious manner.
- 4.7 Board members attend orientation session and take part in educational activities that assist them in carrying out their responsibilities.
- 4.8 Board members attend meetings on a regular and punctual basis ([B-G-009](#)) and will keep any electronic devices on mute during meeting proceedings.
- 4.9 In the event that a Board member violates the Code of Conduct, the Chairperson of the Board of Health/Committee discusses the situation with the Board of Health member and advises the Board of Health of the outcome.

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) Conflict of Interest - [B-G-003](#)
- d) Confidentiality of Information - [B-G-004](#)
- e) Board of Health/Committee Meeting Proceedings - [B-G-009](#)
- f) Personal Health Information Protection Act 2004 - [B-G-011](#)
- g) Municipal Freedom of Information and Protection of Privacy Act - [B-G-012](#)
- h) Anti-Nepotism - [B-P-006](#)
- i) Board of Health Orientation Manual

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) *Municipal Affairs Act. R.S.O. 1990. Chapter M.46.* [Ontario E-Laws Website](#)
- d) Ontario Public Health Standards

7.0 Summary of Revisions

2020-02-10 – Letterhead updated and scheduled review with minor updates to 3.0, 4.1, and updated hyperlinks.

8.0 Board Policy Development Details

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Date Approved by Board of Health: **2020-02-26**

Resolution Number: **#BOH/2020/02/04**

Date Approved in Portal by Dr. Chirico: **2020-04-27**

Date Issued: **2020-05-04**

Date Due for Review: **2022-05-04**