

## **Recognizing Community Partners – B-G-014**

### **Board of Health Policy**

#### **1.0 Policy Statement**

The Board of Health acknowledges the contributions of groups and individuals who have assisted the North Bay Parry Sound District Health Unit (Health Unit) to achieve its public health mandate.

#### **2.0 Purpose**

This policy describes the process for ensuring that group and individual contributions to the Health Unit mandate are recognized by the Board of Health.

#### **3.0 Scope / Responsibility**

The policy outlines how the Board of Health for the Health Unit will recognize group and individual contributions to achieving the mandate of the Health Unit.

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

Supervisors are responsible for advising their employees of this policy

#### **4.0 Procedure**

- 4.1** The Medical Officer of Health/Executive Officer receives written recommendations for a Certificate of Appreciation from the employees of the Health Unit and reviews these recommendations for suitability.
- 4.2** Members of the Board of Health may make written recommendations for recipient awards to the Chairperson of the Board of Health.
- 4.3** Written recommendations will identify the proposed recipient, either group or individual, and a brief outline of their contribution to the mandate of the Health Unit.
- 4.4** A letter of appreciation ([BF-G-014-02](#)) signed by the Board of Health Chairperson, or delegate, and the Medical Officer of Health/Executive Officer, will accompany the Certificate of Appreciation ([BF-G-014-01-E](#) or [BF-G-014-01-F](#)). The letter and certificate are prepared by the Board of Health recording secretary.
- 4.5** The Certificate of Appreciation is awarded to the group/individual as determined by the Medical Officer of Health/Executive Officer.
- 4.6** The Board of Health will be advised of all Certificates of Appreciation at Board of Health meetings.

#### **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) Certificate of Appreciation – English and French – [BF-G-014-01-E](#) and [BF-G-014-01-F](#)
- d) Sample Letter of Appreciation – [BF-G-014-02](#)

### 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](#)

## 7.0 Summary of Revisions

2020-02-11 – Updated letterhead and scheduled review with no suggested revisions.

## 8.0 Board Policy Development Details

Author: **Dr. Jim Chirico, Medical Officer of Health/Executive Officer**

Reviewed by: **Shannon Mantha, Executive Director, Community Services**

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