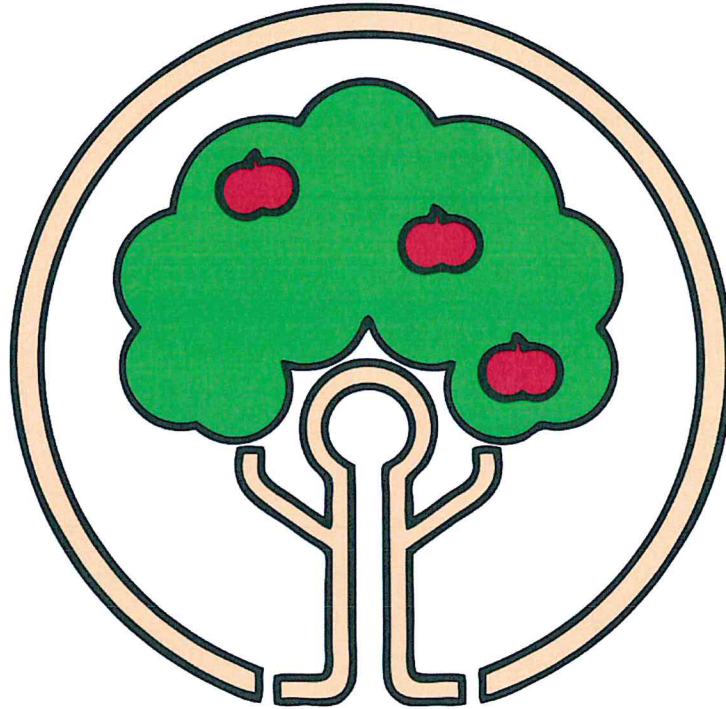


Renfrew County and District Health Unit

"Optimal Health for All in Renfrew County and District"



Board of Health for Renfrew County and District Health Unit

Procedural By-Law 2018-02

A by-law relating generally to the **conduct of the business** of the
BoH for Renfrew County and District Health Unit including,
but not limited to, the calling and proceedings at meetings.

Table of Contents

Procedural By-Law 2018-02	1
1. Interpretation	5
3. Designation of Head	6
4. Membership Numbers	6
5. Ex-Officio Members	7
6. Treasurer	7
Attendance for the Board of Health Meetings	7
7. Attendance	7
8. Board Members	7
9. Recording Secretary	7
10. Absences	7
11. Leave of Absence	8
Board Members	8
12. Remuneration - Expenses	8
13. Term of Office	8
14. Disqualification	8
15. Vacancy	8
16. Confidentiality Agreement	8
Meetings of the Board	9
17. Board Meetings	9
18. Number of Meetings	9
19. Meetings in July and August	9
20. Special Meetings	9
21. Notice	10
22. Omission of Notice	10
23. Adjournment	10
24. Quorum	10
25. Electronic Participation	10
26. Voting	10
27. Recorded Vote	11
Declaration of Conflict of Interest	11
28. Declaration of Conflict of Interest	11
29. Quorum Deemed	12
Board Packages, Agenda, Minutes, and Reports	12
30. Board Packages	12

31. Agendas	13
33. Minutes.....	13
34. Board Reports.....	13
Order of Business for Regular Meetings.....	14
35. Agenda.....	14
Order of Business for Special Meetings	15
36. Notice.....	15
37. Drafting the Agenda.....	15
38. Agenda.....	15
39. Closed Meeting	15
Board of Health Meetings—Procedures.....	16
40. Delegations	16
41. Board Members Speaking to Motions	16
42. Order and Procedure	17
43. Invitation of a Non-Board Member.....	17
Motions and Amendments	17
44. Notice of Motion.....	17
45. Reconsideration.....	17
46. Obligation to Vote.....	17
47. Objection of the Result	18
48. Adjournment	18
Closed Meeting	18
49. Closed Meeting	18
50. Completion of the Closed Meeting.....	20
51. Breach of Confidentiality	20
Election of Officers.....	20
52. MOH/CEO.....	20
53. Election of Officers	20
54. Vacancy	21
Appointment of the MOH/CEO.....	21
55. Appointment.....	21
56. Eligibility for Appointment.....	22
57. Vacancy	22
58. Dismissal	22
59. Notice and Attendance.....	22
60. Duties of Officers.....	22
61. Committees.....	23

Rules of Order	24
62. Robert's Rules of Order	24
Affiliation	24
63. Affiliation	24
Appendix A—Confidentiality Agreement	25
Appendix B—Motion Form and Voting Template	26
Appendix C—Conflict of Interest Declaration	27
Appendix D—Acknowledgement of Conflict of Interest Policy	28
Appendix E—Meeting Minutes Template	29
Appendix F—Committee Board Report Template	32
Appendix G—Executive Committee Terms of Reference	33
Appendix H—Governance Committee Terms of Reference	37
Appendix I—Resources Committee Terms of Reference	41
Appendix J—Stakeholder Relations Committee Terms of Reference	45
Appendix K—Striking Committee Terms of Reference	48

Be it enacted as a By-Law of the Board of Health for Renfrew County and District Health Unit as follows:

1. Interpretation

- a. **Act** means the *Health Protection and Promotion Act*, R.S.O. 1990, c. H.7, as amended,
- b. **Board** means the Board of Health for Renfrew County and District Health Unit. The Board of Health is an autonomous corporation without share capital,
- c. **By-Law** means the by-law of the Board of Health for Renfrew County and District Health Unit from time to time in force and effect,
- d. **Chair** means the person presiding at a meeting of the Board or a Committee of the Board, or the designate,
- e. **Chair of the Board** means the Chair elected under Section 57 (2) of the *Act*,
- f. **Conflict of Interest** means as prescribed in the *Municipal Conflict of Interest Act*, R.S.O. 1990, c. M.50, as amended,
- g. **Motion** means a written proposal brought before the Board, duly moved and seconded,
- h. **Municipal Act** means the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended,
- i. **Regulations** means the Regulations made under the *Act*, as from time to time amended, and every regulation that may be substituted therefore and, in the case of such substitution, any references in the by-laws of the Board of Health for Renfrew County and District Health Unit to provisions of the Regulations shall be read as references to the substituted provisions therefore in the new Regulations,
- j. **Resolution** means a motion passed at a meeting,
- k. **Secretary** means an officer of the Board responsible for its records and correspondence,
- l. **Vice-Chair of the Board** means the Vice-Chair elected under Section 57 (2) of the *Act*,

2. General Statements

- a. All terms which are contained in the By-laws and which are defined in the *Act* or the Regulations shall have the meanings respectively given to such terms in the *Act* or the Regulations,
- b. The *Corporations Act*, R.S.O. 1990, c. C.38 and the *Corporation Information Act*, R.S.O. 1990, c. C.39 do not apply to a Board of Health,
- c. The headings used in the by-laws are inserted for reference purposes only and are not to be considered or taken into account in construing the terms or provisions thereof or to be deemed in any way to clarify, modify or explain the effect of any such terms or provisions,
- d. Words importing the singular number only shall include the plural and vice versa and words importing a specific gender shall include the other genders,
- e. The rules contained herein apply to the Committee of the Whole and also to all Board Committees.

3. Designation of Head

As required by the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M.56, as amended, the Board thereby designates the Chair of the Board as the Head of Renfrew County and District Health Unit (RCDHU) for the purposes of that Act. The Chair of the Board shall provide for all other institutional requirements regarding access and privacy as set out in the *Municipal Freedom of Information and Protection of Privacy Act* and the *Personal Health Information and Protection Act*.

4. Membership Numbers

The members of the Board are appointed by the Councils of the County of Renfrew, the City of Pembroke and the Township of South Algonquin and by the Lieutenant Governor in Council for Ontario as provided for in the *Act*.

The membership of the Board shall be as follows:

- Four municipal members to be appointed by the Council of the County of Renfrew
- One member to be appointed by the City of Pembroke
- One member to be appointed by the Township of South Algonquin

- The Lieutenant Governor in Council may appoint one or more persons as members of a Board of Health (BoH), but the number of members so appointed shall be less than the number of municipal members of the Board of Health, R.S.O. 1990, c. H.7, s. 49 (3).

5. Ex-Officio Members

The Medical Officer of Health/Chief Executive Officer (MOH/CEO) is an ex-officio member of the Board.

6. Treasurer

The MOH/CEO or designate shall be duly appointed as Treasurer of the Board.

Attendance for the Board of Health Meetings

7. Attendance

Members are required to attend Board and Committee meetings. The MOH/CEO shall attend all meetings of the Board except on matters that relate to their remuneration or the performance of their respective duties.

8. Board Members

Board Members of RCDHU shall be present at Board and Committee meetings, as required, to discuss agenda items related to their area(s) of responsibility.

9. Recording Secretary

The MOH/CEO or designate shall be the Secretary of the Board meetings.

10. Absences

When a Member who is:

- a municipal appointee is absent for three successive months without being authorized to do so by resolution of the Board, that seat shall be declared vacant as per Section 49(8) of the Act and a letter will be sent to the appointing municipality informing them of such vacancy and their requirement under Section 52(2) of the Act to appoint a person forthwith for the remainder of the term; or
- not a municipal appointee is absent for three successive months without being authorized to do so by resolution of the Board, a letter will be sent to the Minister of Health detailing their attendance record.

11. Leave of Absence

The Board may, by resolution or motion, upon receipt of a written request, extend to any Board member a leave of absence for a definitive period of time. During any Board approved leave of absence, item 9, above, shall not apply.

Board Members

12. Remuneration - Expenses

The Remuneration of Board Members shall be in accordance with the *Health Protection and Promotion Act*, R.S.O. 1990, c. H.7. The Board shall pay the reasonable and actual expenses of each member of the Board in accordance with the *Act* and the policies of RCDHU.

13. Term of Office

The term of office of a municipal member of the Board continues during the pleasure of the Council that appointed the municipal member but, unless ended sooner, ends with the ending of the term of office of the Council.

14. Disqualification

The seat of a municipal member of the Board becomes vacant for the same reasons that the seat of a member of council becomes vacant under subsection 259(1) of the *Municipal Act*, 2001, as amended. No person whose services are employed by the Board is qualified to be a member of the Board.

15. Vacancy

Where a vacancy occurs on the Board by the death, disqualification, resignation or removal of a member, the person or body that appointed the member shall be requested to appoint a person forthwith to fill the vacancy for the remainder of the term of the member.

16. Confidentiality Agreement

Each member, upon appointment to the Board, is required to execute a *Confidentiality Agreement*, attached in [Appendix A](#), agreeing to uphold the privacy of personal information and personal health information that may come to their attention in the course of their being a member of the Board, whether or not such information arises inside or outside of meetings of the Board, arises in Closed Meeting, regardless of what form the personal information and/or personal health information is received by the Board member.

Meetings of the Board

17. Board Meetings

Regular Board meetings are held on the last Tuesday of the month at 10:00 a.m. in the RCDHU Classroom, at 7 International Drive, Pembroke, Ontario.

The Board may by resolution alter the day, time and location of the meeting. The Board holds its inaugural meeting of the year on the second Tuesday of January.

The MOH/CEO is responsible for calling the first meeting of the year, setting the agenda, and conducting the first meeting, until such time as the Chair is elected.

At the first meeting, as the first order of business, the Board shall:

- a. Elect a Chair of the Board,
- b. Elect a Vice-Chair of the Board,
- c. Appoint a Treasurer,
- d. Appoint a Recording Secretary.

In the event of an election, the secret ballot will be used.

The MOH/CEO will be responsible for the appointment of scrutineers to oversee the voting.

18. Number of Meetings

Regular meetings of the Board shall be held at least eight times annually.

19. Meetings in July and August

Meetings generally do not occur in the summer months of July and August, unless at the call of the Chair.

20. Special Meetings

Special meetings may be called by the Chair or, in their absence, the Vice Chair at any time that it is deemed advisable and necessary or by a majority vote at any regular meeting at which quorum is present. The Secretary may call a meeting of the Board upon being petitioned, in writing, by a majority of the members to do so.

21. Notice

Members of the Board will be notified of any special meetings by email and board portal, with not less than 24 hours-notice.

22. Omission of Notice

The non-receipt of any notice, by any person, shall not invalidate any resolution passed or any proceeding taken at such meeting.

23. Adjournment

Adjournment of BoH Regular or Committee meetings may be reached by unanimous consent, without the formality of a motion. If there is an objection to adjourn by any Board member, the Chair may state the question in a motion to allow for discussion and formal vote.

24. Quorum

A majority of the members of the Board (50% plus one) shall form a quorum. Upon any member directing the attention of the Chair to the fact that there is a loss of quorum, the Secretary or designate, at the request of the Chair, shall record the names of those present and advise the Chair if a quorum is or is not present.

25. Electronic Participation

In a meeting which is open to the public, any Board member may attend in an open meeting of the Board by means of conference telephone, electronic, or other communication facilities provided that:

- a. The Board member shall not be counted in determining quorum, and
- b. the Board member must not participate in closed meetings. All persons participating in the meeting must be able to communicate with each other simultaneously and instantaneously.

26. Voting

Questions arising at any meeting of the Board Members shall be decided by a majority vote. The Chair and each Board member present where not otherwise disqualified from voting by virtue of any legislation or declared conflict of interest, shall vote on all questions. The Chair shall call the vote and:

- a. where some members are participating electronically, poll each such member for a verbal vote of for or against and after which request a show

of hands of those members physically present,

- b. where all members are physically present request a show of hands.

27. Recorded Vote

Any member may request a recorded vote and each member present, and not disqualified from voting by virtue of any legislation or declared conflict of interest, must then announce their vote. The Chair shall poll each member individually, beginning with the member requesting the recorded vote and record the vote on form on [Appendix B](#), item ii.

To abstain or fail to vote under such circumstances is deemed to be a negative vote. When a recorded vote is requested, the names of those who voted for and those who voted against the question shall be entered upon the minutes in the same order.

Declaration of Conflict of Interest

28. Declaration of Conflict of Interest

- a. Where a Board member, either on their own behalf or while acting for, by, with or through another, has any pecuniary interest direct or indirect in any matter and is present at a meeting of the Board at which the matter is the subject of consideration, the member:
 - i. shall prior to any consideration of the matter at a meeting disclose the interest and the general nature thereof, using the *Conflict of Interest Declaration* attached in [Appendix C](#).
 - ii. shall not be present or take part in the discussion of, or vote on any question in respect of the matter,
 - iii. shall not attempt in any way, whether before during or after a meeting, to influence the voting on any such question.

Where the interest of a member has not been disclosed as required by reason of the member's absence from a meeting referred to therein the member shall disclose the interest and otherwise comply the requirements first set forth above at the first meeting of the Board attended by the member thereafter.

Every declaration of conflict of interest and the general nature thereof made by a Board member shall, where a meeting is open

to the public, be recorded in the minutes of a meeting by the Secretary or designate.

Where a meeting is closed to the public, every declaration of interest made by a Board member, but not the general nature of that interest shall, be recorded in the minutes where a closed meeting was held.

After the Board rises to report following a Closed Meeting, any member who declared a conflict of interest in the Closed Meeting, shall disclose that they declared a conflict of interest, but not the general nature thereof, so that the conflict of interest declaration shall be recorded as part of the minutes for the Open Meeting.

- b. Every member of the BoH shall sign an *Acknowledgment Conflict of Interest Policy* form, attached in [Appendix D](#), at the time of joining the Board and at each inaugural meeting and carry out the obligations set out in the *Health Protection and Promotion Act, Ontario Public Health Standards, Ontario Public Health Organizational Standards, Public Health Accountability Agreements, Municipal Conflict of Interest Act*, etc., without an actual potential or perceived conflict of interest.

29. Quorum Deemed

Where the number of members who, by reason of the provisions of the *Municipal Conflict of Interest Act* and hereof, are disabled from participating in a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, then, despite any other general or special Act, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two (7.1 *Municipal Conflict of Interest Act*, 1990).

Board Packages, Agenda, Minutes, and Reports

30. Board Packages

The agenda, minutes of the previous meeting, and written reports shall be posted to the Board Portal not later than three working days in advance of a scheduled meeting. The agenda and notice of a meeting are to be posted on RCDHU's website not later than one week prior to a meeting. Written reports are available at or after the Board meeting.

31. Agendas

For all regular and special Board meetings, an agenda shall be drafted by the Chair of the Board in collaboration with the Secretary or designate. If for any reason, copies of the agenda shall not have reached members before the meeting, the member(s) will advise of such and the agenda shall be provided by the Secretary or designate at the opening of a meeting.

32. Introduction of New Business

Any member wishing to introduce business additional to that set out in the agenda must make the request during the Agenda portion of the agenda and must be approved by the members present to introduce additional business.

If approval is not obtained, the member may give notice of motion to discuss the business at the next regularly scheduled meeting of the Board. The motion must be seconded.

33. Minutes

The Secretary or designate records the minutes of a meeting, using the attached template in [Appendix E](#), and submits them to the MOH/CEO for review. The minutes of the previous meeting shall be circulated to the Board not later than three working days prior to the next regularly scheduled meeting. At a regularly scheduled meeting, a motion will be entertained to have the minutes approved and adopted as circulated or in the case of corrections, approved and adopted as amended with the amendments specifically stated.

If the minutes of the previous Board meeting were not circulated in advance, the Secretary or designate shall read them. After the confirmation and adoption of the minutes, they shall be signed by the Chair. The official unsigned copy of the minutes of the Board shall be posted by the Secretary or designate on the RCDHU's website and posted with the description that the original copy was signed by the Chair.

34. Board Reports

The Reports of the MOH/CEO, specific Directors and Committees are to be provided in writing to the Secretary or designate usually not later than one week prior to a Board meeting. There is a template attached in [Appendix F](#). In some circumstances, a revised report or additional report may be forthcoming on a matter where the timing of such does not coincide with the preparation of the Board packages.

Order of Business for Regular Meetings

35. Agenda

The agenda items shall include but not be limited to:

- i. Call to Order,
- ii. Agenda Approval,
- iii. Delegations,
- iv. Declarations of Conflict of Interest,
- v. Minutes of Previous Meeting (Approval),
- vi. Business Arising
- vii. Correspondence--direction,
- viii. Staff Reports – 30 minutes each (including Q&A) and that all reports to the Board be written and submitted for distribution with Board meeting materials,
- ix. Board Committee Reports – all reports to the Board be written and submitted for distribution with meeting materials,
- x. By-Laws,
- xi. New Business,
- xii. Notice of Motion,
- xiii. Closed Meeting,
- xiv. Date of Next Meeting,
- xv. Adjournment.

The following disclaimer is included at the bottom of all agendas:

Any submissions received from the public, either orally or in writing may become part of the public record or package.

Order of Business for Special Meetings

36. Notice

At the call of the Chair, notice shall be sent to all members, not less than 24 hours or one business day before a special meeting. The agenda will be posted to the Board Portal and the notice will identify the specific purpose of the meeting.

37. Drafting the Agenda

- a. An agenda shall be drafted by the Chair of the Board in collaboration with the Secretary or designate.
- b. If for any reason, copies of the agenda shall not have reached members before the meeting, the member(s) will advise of such and the agenda shall be provided by the Secretary or designate at the opening of the meeting.

38. Agenda

The agenda items shall include but not be limited to:

- a.
 - i. Call to Order,
 - ii. Agenda - adoption of,
 - iii. Declaration of Conflict of Interest, and the general nature thereof when the item arises,
 - iv. Business – item for which the special meeting was called,
 - v. Adjournment.
- b. The agenda shall not contain business other than those subjects for which the special meeting was called.

39. Closed Meeting

It is noted that should the item of business for which a special meeting was called be a matter for Closed Meeting, a motion to go into Closed Meeting and a motion to rise and report from Closed Meeting would also be included on the agenda.

Board of Health Meetings—Procedures

40. Delegations

From time to time delegations from the public may be heard by the Board.

41. Board Members Speaking to Motions

The following rules shall apply to motions:

- a. A member may speak more than once to a motion, but after speaking shall be placed at the foot of the list of members wishing to speak,
- b. No member shall speak to the same motion at any one time for longer than five minutes except that the Board upon motion, therefore, may grant extensions of time for speaking of up to five minutes for each time extended,
- c. When a matter is under debate, no motion shall be received other than a motion:
 - i. To adopt,
 - ii. To amend,
 - iii. To defer action,
 - iv. To refer,
 - v. To receive,
 - vi. To sever,
 - vii. To adjourn the meeting, or
 - viii. That the vote be now taken.
- d. When a motion that the vote be now taken is presented, that motion shall be put to a vote without debate, and if carried by a majority vote of the members present, the motion and any amendments thereto under discussion shall be submitted to a vote forthwith without further debate.

42. Order and Procedure

All members shall abide by the Chair's decision or that of the Board with regard to matters of order and procedure. If any member continues to abuse their position in the Board after being named by the Chair, the Chair shall have the power to have them removed from the Board meeting until a meeting is over or until the member apologizes in full to the Chair and the members. The member has recourse to immediately appeal the decision of the Chair to the members.

43. Invitation of a Non-Board Member

Any person that wishes to address the Board, who is not a Board member, shall not be allowed to address the Board except upon invitation of the Chair and the Board members.

Motions and Amendments

44. Notice of Motion

- a. A member who wishes to introduce a motion not contained in the agenda shall provide the motion in writing to the Secretary at the point of the meeting it is noted on the agenda.
- b. A Notice of Motion shall be read aloud and not considered or debated until the next regular Meeting of which the mover of the motion is in attendance and has a seconder.
- c. A notice of Motion that is called for by the Chair at two (2) successive meetings and not proceeded with shall be dropped from the agenda.

45. Reconsideration

After any matter has been decided, any member that voted with the majority may make a request for a reconsideration of the decision. The reconsideration may be heard at the same meeting or subsequent meeting. No discussion of the matter shall be allowed until the motion for reconsideration has carried. A motion to reconsider cannot interrupt a speaker who has the floor, must be seconded and cannot be amended. A two thirds majority vote of those in attendance is required for the reconsideration to be accepted.

46. Obligation to Vote

Every member, including the Chair present at a meeting when a vote is taken on a matter shall vote thereon unless prohibited by Statute, including the

Municipal Conflict of Interest Act, 1990.

- a. The failure of a member to vote on a motion shall be counted as a negative vote.
- b. Any member may require that the vote on a motion be recorded.
- c. A motion must be supported by a majority of the members deemed to be present to be carried.

47. Objection of the Result

If members disagree with the announcement by the Chair of the result of any vote, they may object immediately to the Chair's declaration and require that the vote be retaken and recorded.

48. Adjournment

A motion to adjourn a meeting shall be in order, except:

- a. when a member is in possession of the floor;
- b. when it has been decided that the vote be now taken; or
- c. during the taking of a vote; but no second motion to the same effect shall be made until after some intermediate proceedings shall have taken place.

Closed Meeting

49. Closed Meeting

- a. All meetings shall be open to the public except as provided for in this section.
- b. A meeting or part of a meeting may be closed to the public if the subject matter being considered is:
 - i. the security of the property of the board,
 - ii. personal matters about an identifiable individual, including board employees,
 - iii. a proposed or pending acquisition of land for board purposes,

- iv. labour relations or employee negotiations,
 - v. litigation or potential litigation, including matters before administrative tribunals, affecting the board,
 - vi. the receiving of advice that is subject to solicitor-client privilege, including communications necessary for that purpose,
 - vii. a matter in respect of which the board has authorized a meeting to be closed under another Act,
- c. A meeting shall be closed to the public if the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act.
- d. A meeting may be closed to the public if the following conditions are both satisfied,
- i. The meeting is held for the purposes of training the members.
 - ii. At the meeting, no member discusses or otherwise deals with in any matter in a way that materially advances the business or decision-making of the Board or Committee.
- e. Before holding a meeting or part of a meeting that is to be closed to the public, the Board or Committee shall state by resolution,
- i. the fact of the holding of the closed meeting, and
 - ii. the general nature of the matter to be considered at the closed meeting.
 - iii. A meeting shall not be closed to the public during the taking of a vote except where the following conditions are met,
 - i. Subsections 45(b.), 45(c.) or 45(d.) permit or require a meeting to be closed to the public and
 - ii. the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the board or persons retained by or under contract with the board.

50. Completion of the Closed Meeting

The Board shall rise with a report upon completion of the Closed Meeting.

51. Breach of Confidentiality

If a member of the Board disregards the rules of the Board respecting the requirement to maintain the confidentiality of matters and related information arising in a Closed Meeting, or disregards their own Oath of Confidentiality respecting the security of personal information and/or personal health information, the Board may call by motion for the member to resign as a member of the Board.

Election of Officers

52. MOH/CEO

The MOH/CEO or designate will chair the first Board meeting of the year until a Chair has been elected. After calling the meeting to order the MOH/CEO will declare that all officer positions are vacant.

At the first meeting of the BoH in each year, the members of the board shall elect one of the members to be chair and one to be vice-chair of the board for the calendar year (s. 57 (2) of the Act).

53. Election of Officers

At the Inaugural meeting of the Board, the members shall elect one from among them to be Chair of the Board and one to be Vice-Chair of the Board for the year as prescribed by Section 57(2) of the Act.

- a. In the election of Chair and Vice-Chair, each position shall be filled separately.
- b. After calling the meeting to order, the MOH/CEO or designate shall declare the offices of Chair and Vice-Chair of the Board vacant.
- c. The newly elected Chair assumes the office immediately upon being declared elected by the MOH/CEO or designate and becomes presiding officer.
- d. Candidates become eligible for election to Chair and Vice-chair by a member stating "I nominate for election to the position of _____."
- e. A nomination requires a seconder.

- f. The presiding officer will indicate acceptance of the nomination by receiving an affirmative response to the following question posed to the nominee
“ _____, are you willing to be nominated?”
- g. The presiding officer will then ask if there are further nominations and repeat the process until no additional names are put forward.
- h. The presiding officer will then declare nominations closed.
- i. When the number of members nominated equals the number of vacancies and there are no further nominations, the presiding officer shall declare the member(s) elected by acclamation.
- j. If the number of members nominated exceeds the number of vacancies, the presiding officer will call for a vote by secret ballot.
 - i. a vote counter shall be appointed by the presiding officer,
 - ii. the vote counter will distribute, collect and count the ballots and report the results to the presiding officer,
 - iii. the presiding officer will declare the candidate elected,
 - iv. in the event of a tie vote, the names of the candidates will be entered onto ballots by the vote counter and the successful candidate shall be determined by lot.

54. Vacancy

Any Chair or Vice Chair vacancy shall be filled by a special election held at the next meeting following announcement of the vacancy.

Appointment of the MOH/CEO

55. Appointment

The Board shall appoint a full-time MOH/CEO. Where the office of MOH/CEO of the Board is vacant or the MOH/CEO is absent or unable to act, the Board shall forthwith appoint a physician as Acting MOH/CEO, which Acting MOH/CEO shall perform the duties and have the authority to exercise the powers of the MOH/CEO of the Board.

56. Eligibility for Appointment

MOHs/CEOs must have the following credentials:

- a. they are physicians,
- b. they possess the qualifications and requirements prescribed by the regulations to the *Act* for the position and
- c. the Minister approves the proposed appointment.

57. Vacancy

If the position of MOH/CEO becomes vacant, the Board and the Minister, acting in concert, shall work expeditiously towards filling the position with a full-time MOH/CEO.

58. Dismissal

A decision by the Board to dismiss the MOH/CEO from office is not effective unless:

- a. the decision is carried by the vote of two-thirds of the members of the Board and
- b. The Minister consents in writing to the dismissal.

59. Notice and Attendance

The Board shall not vote on the dismissal of the MOH/CEO unless the Board has given to the MOH/CEO,

- a. Reasonable written notice of the time, place and purpose of a meeting at which the dismissal is to be considered,
- b. A written statement of the reason for the proposal to dismiss the MOH/CEO,
- c. An opportunity to attend and to make representations to the Board at a meeting.

60. Duties of Officers

The **Chair of the Board** shall:

- a. Preside at all meetings of the Board,
- b. Preserve order and proper conduct during meetings,

- c. Keep a speakers list recognizing members who wish to speak on a matter,
- d. Issue a final ruling on any question of order and/or procedure subject to challenge and majority vote of the members,
- e. represent the Board at public or official functions or designate another Board Member to do so,
- f. be ex-officio a member of all Committees to which they have not been named a member,
- g. lead the selection process, remuneration and performance review of the MOH/CEO,
- h. perform such other duties as may from time to time be determined by the Board.

The **Vice-Chair of the Board** shall have all the powers and perform all the duties of the Chair of the Board in the absence or disability of the Chair of the Board, together with such powers and duties, if any, as may be from time to time assigned by the Board.

The **MOH/CEO** shall:

- a. Be responsible for and shall report to the Board on issues relating to the protection and the promotion of the public's health.
- b. Be responsible for the day-to-day operations, policies and directives, program and service delivery, matters of human resources and finances of the Renfrew County and District Health Unit, and for keeping the Board apprised of such matters.

61. **Committees**

The Board may establish, by resolution, standing committees of the Board as it deems necessary.

These are the current standing committees:

- 1. Executive Committee ([Appendix G—Terms of Reference](#))
- 2. Governance Committee ([Appendix H—Terms of Reference](#))
- 3. Resources Committee ([Appendix I—Terms of Reference](#))

4. Stakeholder Relations Committee ([Appendix J—Terms of Reference](#))
5. Striking Committee ([Appendix K—Terms of Reference](#)).

Special ad hoc committees may also be established, and the members appointed for a specific purpose for a specific period of time. Such committees shall be deemed to be discharged when their purpose has been achieved or when the specific period of time has lapsed.

Rules of Order

62. Robert's Rules of Order

Any rules not contained herein shall be determined by the most recent edition of Robert's Rules of Order Newly Revised.

Affiliation

63. Affiliation

Renfrew County and District Health Unit may hold membership in various agencies such as Ontario Public Health Association, Association of Local Public Health Agencies, Ontario Hospital Association, as deemed appropriate. The Board may be entitled to representation at meetings of various membership organizations. Should voting be required at such meetings, proxy representations with authority to vote shall be appointed and authorized by the Board whenever necessary.

Appendix A—Confidentiality Agreement

Renfrew County and District Health Unit
"Optimal Health for All in Renfrew County and District"



Board of Health

Confidentiality Agreement

As a member to the Board of Health for Renfrew County and District Health Unit (RCDHU), I hereby acknowledge to act honestly and in good faith to the best interests of RCDHU.

Without limiting the generality of the foregoing, I acknowledge that I have a duty to maintain the confidentiality of information disclosed to me in closed meetings of the Board and committees of the Board. I therefore agree not to communicate any such confidential information without the prior approval of the Board or the Medical Officer of Health or Chief Executive Officer.

I further agree that the duty to maintain confidentiality of closed session information survives my term of membership as a member, and continues indefinitely, except to the extent that such information becomes known to the public.

Board of Health Member - Name (please print)

Board of Health Member - Name (signature)

Period Covered

Date

Appendix B—Motion Form and Voting Template

i.

Renfrew County and District Health Unit
"Optimal Health for All in Renfrew County and District"



Board of Health

Motion Form

Resolution Number:

Date: yyyy-Mmm-dd

BoH or EC or GC or RC or SPSC yyyy-Mmm-dd

Moved by:

Seconded by:

Be it resolved that the Board

Carried

ii.

Vote

Yes ✓	Name of Member	No ✓
Totals		

Carried by:

Lost by:

Appendix C—Conflict of Interest Declaration

Renfrew County and District Health Unit
"Optimal health for all in Renfrew County and District"



Board of Health

Conflict of Interest Declaration

I, _____, am a member of Renfrew County and District Board of Health.
(Name of Board of Health Member)

I hereby declare the following conflict of interest, or potential conflict of interest related to agenda item:

Date

Member of Board of Health

Date

Chair of Board of Health

Date

Medical Officer of Health

Appendix D—Acknowledgement of Conflict of Interest Policy

Renfrew County and District Health Unit
"Optimal Health for All in Renfrew County and District"



Board of Health

Acknowledgment of Conflict of Interest Policy

I have received, read and understand the *Renfrew County and District Health Unit Conflict of Interest Policy* and hereby agree that if I should or appear that I may:

- Engage in any business or transaction or have a financial or other personal interest that is incompatible with the discharge of a Board member's role/duties;
- Be under an obligation to any person who might benefit from special consideration or favour from the Board of Health or who might seek, in any way, preferential treatment;
- Give, in the performance of the Board of Health role, preferential treatment to relatives or friends or to organizations in which relatives or friends have an interest, financial or otherwise;
- Be in a position where the Board of Health member could derive any direct or indirect benefit or interest from any contracts about which the member can influence decisions;
- Benefit from the use of information acquired during the course of volunteer role that is not generally available to the public;
- Engage in outside work or activity or business undertaking that:
- The Board of Health member has an advantage or appears to have an advantage derived from their position with the Renfrew County and District Health Unit in general;
 - In a professional capacity that will or might appear to influence or affect the carrying out of duties as a member of the Board of Health, or
 - Use Renfrew County and District Health Unit property, equipment, supplies or services for activities not associated with the Board of Health member's role.

I will declare a Conflict of Interest in accordance with the *Renfrew County District Health Unit Conflict of Interest Policy*.

Period Covered

Signed

Date

Appendix E—Meeting Minutes Template

Renfrew County and District Health Unit
"Optimal Health for All in Renfrew County and District"



Board of Health

Regular Board or Committee Meeting

Day of Week, Month 01, yyyy

The (regular or ((Committee-Name) Committee)) meeting of Renfrew County and District Health Unit's Board of Health was held in the Classroom at 7 International Drive, Pembroke, Ontario.

Present:

First-Name Last-Name	Chair
First-Name Last-Name	Vice-Chair
First-Name Last-Name	Member
First-Name Last-Name	Member
First-Name Last-Name	Member
First-Name Last-Name	Member
First-Name Last-Name	Member
First-Name Last-Name	Member
First-Name Last-Name	Member
First-Name Last-Name	Member
First-Name Last-Name	Member

Staff:

Dr. First-Name Last-Name	Acting Medical Officer of Health
First-Name Last-Name	Acting Chief Executive Officer/Director, Corporate Services
First-Name Last-Name	Executive Assistant (Secretary)

Regrets:

First-Name Last-Name	Member
----------------------	--------

01. Call to Order

First-Initial. Last-Name called the meeting to order at 00:00 a.m./p.m.

02. Agenda Approval

Resolution: # ? (insert BoH or EC or GC or RC or SP&SCC) yyyy-Mmm-dd

A motion by First-Initial. Last-Name; seconded by First-Initial. Last-Name; be it resolved that the agenda be approved.

Carried

03. Delegations

Type here.

04. Declarations of Conflict of Interest

No conflicts of interest were declared.

05. Minutes of Previous Meeting (Approval)

Resolution: # ? (Insert BoH or EC or GC or SP&SCC or RC) yyyy-Mmm-dd

A motion by First-Initial. Last-Name; seconded by First-Initial. Last-Name; be it resolved that the (insert Regular Board of Health or Executive Committee or Governance Committee or Resources Committee or Strategic Planning and Stakeholder Committee) meeting minutes of Month dd, yyyy, be approved.

Carried

06. Correspondence

The Strategic Planning and Stakeholder Communication Committee reviewed the following correspondence:

	Subject:	From:	Action:
a.			- information to Board
b.			Action:
c.			- information to Board

07. Staff Reports

- Acting MOH Report

08. Board Committee Reports

- Executive Committee
- Governance Committee
- Resources Committee
- Strategic Planning and Stakeholder Committee

09. By-Laws

10. Business Arising

11. New Business

12. Closed Meeting

Resolution: # ? (insert **BoH** or **EC** or **GC** or **SP&SCC** or **RC**) **yyyy-Mmm-dd**

A motion by First-Initial. Last-Name; seconded by First-Initial. Last-Name; be it resolved that (insert Board or Committee) move in to a closed meeting at 00:00 a.m. or p.m.

Carried

The Chair rose to report that (insert Board or Committee) discussed matters pertaining to identifiable individuals or labour issues.

13. Date of Next Meeting

The next (insert Regular Board of Health or Executive Committee or Governance Committee or Resources Committee or Strategic Planning and Stakeholder Committee) Meeting will be held on Day of Week, Month dd, yyyy, at 00:00 a.m. or p.m. in the RCDHU Classroom, at 7 International Drive, Pembroke.

14. Adjournment

Resolution: # ? (insert **BoH** or **EC** or **GC** or **SP&SCC** or **RC**) **yyyy-Mmm-dd**

A motion by First-Initial. Last-Name; seconded by First-Initial. Last-Name; be it resolved that (insert Board or Committee) that the meeting be adjourned at 00:00 a.m. or p.m.

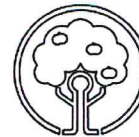
Carried

The meeting adjourned at 00:00 a.m. or p.m.

Chair

Appendix F—Committee Board Report Template

Renfrew County and District Health Unit
"Optimal Health for All in Renfrew County and District"



Board of Health

(Committee Name) Board Report

Day of the Week, Month dd, yyyy

Information

1. **Heading**
Type description here
2. **Heading**
Type description here

Resolutions

3. **Heading**
Resolution: # 1 Committee Acronym yyyy-Mmm-dd

Moved by Chair
Seconded by Committee

Type description here.

Background
Type description here

4. **Heading**
Resolution: # 2 Committee Acronym yyyy-Mmm-dd

Moved by Chair
Seconded by Committee

Type description here

Background

Type description here

Submitted by Committee Name:

Chair: initial and surname

Members: initial and surname, initial and surname, initial and surname and initial and surname

Appendix G—Executive Committee Terms of Reference

Renfrew County and District Health Unit
"Optimal Health for All in Renfrew County and District"



Board of Health

Terms of Reference	
Executive Committee	Original Date: June 27, 2017
Approved by: Board of Health	Revision Date:
	Reviewed Date:

Purpose:

To provide oversight of key strategic activities, reviews on an annual basis the corporate performance, conduct periodic reviews of the role, functioning and mandates of the Renfrew County and District Health Unit (RCDHU) and oversee overall performance against prescribed objectives contained in the:

- Health Protection and Promotion Act
- Ministry of Health and Long-Term Care (MOHLTC) Ontario Public Health Organizational Standards
- MOHLTC/RCDHU Funding and Accountability Agreement
- RCDHU Strategic Plan.

Responsibilities: (Ontario Public Health Organizational Standards)

Identify strategic issues for consideration and make recommendation to Board as advisable.

1. Ensure development of a strategic plan and participate in the formulation and adoption of the organization's mission, vision, values and strategic directions. (3.2)
2. Recommend approval of the strategic plan, provide oversight to ensure consistency of operations and conduct an annual review of the strategic plan. (3.2)
3. Receive briefings or progress reports on implementation of the strategic plan. (3.2)

4. As directed, develop and make recommendation to Board regarding strategic responses and monitor implementation of any follow-up actions that ensue.
5. Ensure the Board operates in a transparent and accountable manner and make recommendations to Board as advisable.
6. Oversee the evaluation of Board standing committees' annual performance to ensure alignment with the Board Work Plan and make recommendation annually in December to Board as advisable.
7. Develop a framework for the Board to consider the contribution of each standing committee to the objective by monitoring Committee Work Plans.
8. Review at least every two years the number and structure of standing committees and make recommendation to the Board as advisable.
9. Review committee terms of reference in collaboration with each committee at least every two years and make recommendation to the Board as advisable.
10. Submit annually a Committee Work Plan, aligned with the Board Work Plan, to the February Board meeting for approval.

Composition:

- The Chair of each Standing Committee, plus the Chair and Vice-Chair of the Board and one other member of the Board.
- The Committee Chair shall be appointed by the Striking Committee.
- The MOH/CEO shall be an ex-officio, non-voting member of the Committee.
- From time to time, as deemed necessary by the committee, the Committee may retain independent advice regarding those issues within its mandate, subject to approval by the Board. Additional Board members may be invited to attend committee meetings in order to contribute their knowledge/skills to the work of the committee.

Terms of Membership:

- Members shall be appointed for a renewable one year term. Where possible, staggered terms should be maintained to ensure a balance of new and continuing members.

Structure:

- The committee shall meet at least quarterly or at the call of the Chair.
- Quorum shall be a simple majority of the members.
- The Secretary shall provide administrative support.
- The Chair, with the support of the Secretary and in collaboration with members shall identify agenda items and have an agenda package prepared for circulation to members at least 2 business days before each meeting.

Accountability and Decision Making:

- The Committee reports and makes recommendations to the Board.
- The Committee shall have authority to direct staff to assemble and present information relevant to its responsibilities.
- The Committee shall monitor its performance by semi-annually completing a Committee Evaluation form.
- The Committee shall complete annually in November a Standing Committees' Performance Outcomes form.

Responsibilities of Members:

- Prepare in advance of and attend meetings.
- Follow the Board of Health Procedural By-Law as amended or replaced periodically.

Communication:

- The Chair with the support of the Secretary shall submit a written report on matters before the Committee at least one week prior to the next Regular Board meeting for inclusion with the Board agenda package.
- Minutes, including recommendations to the Board, shall be prepared by the Secretary and shall be circulated with the agenda package in advance of the next Committee meeting.
- Upon approval Committee minutes shall be posted to the RCDHU website.

Related References:

Ontario Public Health Standards

http://www.health.gov.on.ca/en/pro/programs/publichealth/oph_standards/

Appendix H—Governance Committee Terms of Reference

Renfrew County and District Health Unit
"Optimal Health for All in Renfrew County and District"



Board of Health

Terms of Reference	
Governance Committee	Original Date: December 09, 2015
Approved by: Board of Health	Revision Date:
	Reviewed Date:

Purpose:

The purpose of the Governance Committee is to provide leadership and accountability to support effective and efficient functioning of the Board of Health and to ensure compliance with the:

- Health Protection and Promotion Act
- Ministry of Health and Long-Term Care (MOHLTC) Ontario Public Health Organizational Standards
- MOHLTC/Renfrew County and District Health Unit (RCDHU) Funding and Accountability Agreement
- RCDHU Strategic Plan.

Responsibilities: (Ontario Public Health Organizational Standards item)

1. Review the number of members on the Board and make recommendations as advisable. (1.2)
2. Recruit and recommend community members for endorsement by the Board to the Public Appointments Secretariat for consideration as provincial appointments. (1.3)
3. Review Board policies, by-laws, not presently being reviewed and the Procedural By-Law at least every two years, and make recommendation to the Board as advisable. (2.4, 2.5, 2.10)
4. Submit annually a Committee Work Plan, aligned with the Board Work Plan,

to the February Board meeting for approval.

5. Organize orientation and continuing education activities for Board members on an ongoing basis. (4.2)
6. Prepare an inventory of Board member knowledge and skills related to Board functions. (1.2)
7. Conduct a Board and Member Self-Evaluation annually, and make recommendations for improvement in Board effectiveness and engagement. (4.3)
8. The Terms of Reference shall be reviewed at least every two years and recommendations forwarded to the Executive Committee. (2.1)
9. Ensure performance evaluation of the Medical Officer of Health/Chief Executive Officer (MOH/CEO) is completed annually refer to Board Governance Manual, Board Management Delegation, BMD 6, or as needed. (2.1)
10. Recruit a MOH/CEO when a vacancy arises.

Composition:

- Three to five Board members including the Chair of the Board.
- The Committee Chair shall be appointed by the Board at the inaugural meeting or thereafter as a vacancy requires.
- The MOH/CEO shall be an ex-officio, non-voting member of the Committee.
- From time to time, as deemed necessary by the committee, the Committee may retain independent advice regarding those issues within its mandate, subject to approval by the Board. Additional Board members may be invited to attend committee meetings in order to contribute their knowledge/skills to the work of the committee.

Terms of Membership:

- Members shall be appointed for a renewable one year term. Where possible, staggered terms should be maintained to ensure a balance of

new and continuing members.

Structure:

- The committee shall meet at least quarterly or at the call of the Chair.
- Quorum shall be a simple majority of the members.
- The Secretary shall provide administrative support.
- The Chair, with the support of the Secretary and in collaboration with members shall identify agenda items and have an agenda package prepared for circulation to members at least two business days before each meeting.

Accountability and Decision Making:

- The Committee reports and makes recommendations to the Board.
- The Committee shall have authority to direct staff to assemble and present information relevant to its responsibilities.
- The Committee shall monitor its performance by quarterly completing a Committee Evaluation form.
- The Committee shall complete annually in November a Standing Committees Performance Outcomes form and forward to the Executive Committee.

Responsibilities of Members:

- Prepare in advance of and attend meetings.
- Follow the Board of Health Procedural By-Law as amended or replaced periodically.

Communication

- The Chair with the support of the Secretary shall submit a written report on matters before the Committee at least one week prior to the next Regular Board meeting for inclusion with the Board agenda package.

- Minutes, including recommendations to the Board, shall be prepared by the Secretary and shall be circulated with the agenda package in advance of the next Committee meeting.
- Upon approval Committee minutes shall be posted to the RCDHU website.

Related References:

Ontario Public Health Standards

http://www.health.gov.on.ca/en/pro/programs/publichealth/oph_standards/

Appendix I—Resources Committee Terms of Reference

Renfrew County and District Health Unit
"Optimal Health for All in Renfrew County and District"



Board of Health

Terms of Reference	
Resources Committee	Original Date: December 09, 2015
Approved by: Board of Health	Revision Date:
	Reviewed Date:

Purpose:

To provide advice to the Board of Health and the Medical Officer of Health/Chief Executive Officer (MOH/CEO) on the effective use of resources (financial, capital assets and human) and risk management related to the operations, finances and facilities of the organization, including property leases, and ensure compliance with the:

- Health Protection and Promotion Act
- Ministry of Health and Long-Term Care (MOHLTC) Ontario Public Health Organizational Standards
- MOHLTC/Renfrew County and District Health Unit (RCDHU) Funding and Accountability Agreement
- RCDHU Strategic Plan.

Responsibilities: (Ontario Public Health Organizational Standards Item)

1. Review the annual general public health program cost-shared budget and the 100% funded program budgets and make recommendations to the Board as advisable. (3.1)
2. Monitor the annual budget by reviewing quarterly financial statements and analyses, including the annual reconciliation settlement with the MOHLTC and identify any significant variances or other concerns to the Board. (3.1)
3. Recommend annually, a response to the comments in the Auditor's

Management Letter in collaboration with the MOH/CEO and Director, Corporate Services. (3.1)

4. Provide oversight of human resources (HR) to ensure the administration establishes an HR strategy and activities to support workforce development, succession planning and excellence in professional practice. (6.14, 6.15, 6.16)
5. Review annually the types and amounts of insurance carried by the Health Unit and make recommendations to the Board as advisable. (3.1)
6. Review annually administrative policies relating to the financial management of the organization, including but not limited to, procurement, investments, and signing authority and make recommendations to the Board as advisable. (3.1)
7. Review annually the RCDHU Enterprise Risk Management Policy and Plans and make recommendations to the Board as advisable. (3.1)
8. Ensure a capital funding plan is in place. Monitor the Health Unit's physical assets and facilities, and identify where improvements are needed. (3.1)
9. Review annually all lease, rental, service level, and funding agreements and make recommendations to the Board as advisable. (3.1)
10. Review at least annually with the Director of Corporate Services to review the corporation's investments and make recommendations to the Board as advisable. (2.1)
11. Review the Board stipends annually and make recommendations to the Board as advisable. (3.1)
12. Recommend to the Board the method of allocating the municipal portion of the budget to obligated municipalities. (3.1)
13. Review as required accommodation alternatives including new properties, capital improvements and construction projects. (3.1)

14. Review building construction plans including additions and/or major alterations to existing buildings. (3.1)
15. Submit annually a Committee Work Plan, aligned with the Board Work Plan, to the February Board meeting for approval.
16. Review the Committee terms of reference at least every two years and make recommendation to the Governance Committee as advisable.
17. The Committee will perform an evaluation of the Director, Corporate Services, annually.

Composition:

- Three to five Board members including the Chair of the Board.
- The Committee Chair shall be appointed by the Board at the inaugural meeting or thereafter as a vacancy requires.
- The MOH/CEO shall be an ex-officio, non-voting member of the Committee.
- From time to time, as deemed necessary by the committee, the Committee may retain independent advice regarding those issues within its mandate, subject to approval by the Board. Additional Board members may be invited to attend committee meetings in order to contribute their knowledge/skills to the work of the committee.

Terms of Membership:

- Members shall be appointed for a renewable one year term. Where possible, staggered terms should be maintained to ensure a balance of new and continuing members.

Structure:

- The Committee shall meet at least quarterly or at the call of the Chair.
- Quorum shall be a simple majority of the members.
- The Secretary shall provide administrative support.
- The Chair, with the support of the Secretary and in collaboration with members shall identify agenda items and have an agenda package

prepared for circulation to members at least 2 business days before each meeting.

Accountability and Decision Making:

- The Committee reports and makes recommendations to the Board.
- The Committee shall have authority to direct staff to assemble and present information relevant to its responsibilities.
- The Committee shall monitor its performance by quarterly completing a Committee Evaluation form.
- The Committee shall complete annually in November a Standing Committees Performance Outcomes form and forward to the Executive Committee.

Responsibilities of Members:

- Prepare in advance of and attend meetings.
- Follow the Board of Health Procedural By-Law as amended or replaced periodically.

Communication:

- The Chair with the support of the Secretary shall submit a written report on matters before the Committee at least one week prior to the next Regular Board meeting for inclusion with the Board agenda package.
- Minutes, including recommendations to the Board, shall be prepared by the Secretary and shall be circulated with the agenda package in advance of the next Committee meeting.
- Upon approval Committee minutes shall be posted to the RCDHU website.

Related References:

Ontario Public Health Standards

http://www.health.gov.on.ca/en/pro/programs/publichealth/oph_standards/

Appendix J—Stakeholder Relations Committee Terms of Reference

Renfrew County and District Health Unit
"Optimal Health for All in Renfrew County and District"



Board of Health

Terms of Reference	
Stakeholder Relations Committee	Original Date: December 09, 2015
Approved by: Board of Health	Revision Date:
	Reviewed Date:

Purpose:

To provide leadership, accountability and advice regarding the Renfrew County and District Health Unit (RCDHU) Stakeholder Relations and matters pertaining to leveraging strategic partnerships and maintaining effective communications with identified partners and the broader public and to ensure compliance with the:

- Health Protection and Promotion Act
- Ministry of Health and Long-Term Care (MOHLTC) Ontario Public Health Organizational Standards
- MOHLTC/RCDHU Funding and Accountability Agreement
- RCDHU Strategic Plan.

Responsibilities: (Ontario Public Health Organizational Standards item)

1. Ensure decisions of the Board are consistent with the vision, mission and values of the strategic plan. (3.2)
2. Identify opportunities for the Board to participate in collaborative opportunities within the community that will promote and protect the health of the population. (5.1, 5.2)
3. Identify Board stakeholders and understand stakeholder accountability. (5.1, 5.2)
4. Ensure the RCDHU effectively communicates with stakeholders in a

manner consistent with accountability to stakeholders. (5.1, 5.2)

5. Contribute to the maintenance of strong stakeholder relationships. (5.1, 5.2)
6. Support advocacy on behalf of the organization consistent with the mission, vision, values and strategic directions of the Renfrew County and District Health Unit. (5.1, 5.2)
7. Submit annually a Committee Work Plan, aligned with the Board Work Plan, to the February Board meeting for approval.
8. Review the Committee terms of reference at least every two years and make recommendation to the Executive Committee as advisable.
9. Review Board correspondence and make recommendations to the Board.

Composition:

- Three to five Board members with one being the Chair of the Board.
- The Committee Chair shall be appointed by the Board at the inaugural meeting or thereafter as a vacancy requires.
- The Medical Officer of Health/Chief Executive Officer (MOH/CEO) shall be an ex-officio, non-voting member of the Committee.
- From time to time, as deemed necessary by the committee, the Committee may retain independent advice regarding those issues within its mandate, subject to approval by the Board. Additional Board members may be invited to attend committee meetings in order to contribute their knowledge/skills to the work of the committee.

Terms of Membership:

- Members shall be appointed for a renewable one year term. Where possible, staggered terms should be maintained to ensure a balance of new and continuing members.

Structure:

- The committee shall meet at least quarterly or at the call of the Chair.
- Quorum shall be a simple majority of the members.

- The Secretary shall provide administrative support.
- The Chair, with the support of the Secretary and in collaboration with members shall identify agenda items and have an agenda package prepared for circulation to members at least two business days before each meeting.

Accountability and Decision Making:

- The Committee reports and makes recommendations to the Board.
- The Committee shall have authority to direct staff to assemble and present information relevant to its responsibilities.
- The Committee shall monitor its performance by quarterly completing a Committee Evaluation form.
- The Committee shall complete annually in November a Standing Committees' Performance Outcomes form and forward to the Executive Committee.

Responsibilities of Members:

- Prepare in advance of and attend meetings.
- Follow the Board of Health Procedural By-Law as amended or replaced periodically.

Communication:

- The Chair with the support of the Secretary shall submit a written report on matters before the Committee at least one week prior to the next Regular Board meeting for inclusion with the Board agenda package.
- Minutes, including recommendations to the Board, shall be prepared by the Secretary and shall be circulated with the agenda package in advance of the next Committee meeting.
- Upon approval Committee minutes shall be posted to the RCDHU website.

Related References:

Ontario Public Health Standards

http://www.health.gov.on.ca/en/pro/programs/publichealth/oph_standards/

Appendix K—Striking Committee Terms of Reference

Renfrew County and District Health Unit
"Optimal Health for All in Renfrew County and District"



Board of Health

Terms of Reference	
Striking Committee	Original Date: December 09, 2015
Approved by: Board of Health	Revision Date:
	Reviewed Date:

Purpose:

The purpose of the Striking Committee is to make recommendation to the Board of Health regarding member composition of standing and ad-hoc committees for the ensuing year.

Responsibilities: (Ontario Public Health Organizational Standards Item)

At the inaugural meeting of the Board of Health each year:

1. The Chair of the Board shall appoint a Striking Committee.
2. The Striking Committee shall convene to select and nominate members to standing and ad-hoc committees of the Board for the ensuing year.
3. The Committee Chair shall report to Board the recommendations of the Striking Committee regarding:
 - a. Members who should serve on standing and ad-hoc committees for the ensuing year, and
 - b. The member who shall be Chair of each committee.

Composition:

- The Committee shall include three members including the Chair and Vice-Chair of the Board and a member appointed by the Chair of the Board. The composition must ensure the inclusion of at least one provincial appointee and one municipal appointee.

- The Vice-Chair of the Board shall be the Chair of the Striking Committee.
- The Medical Officer of Health/Chief Executive Officer (MOH/CEO) shall be an ex-officio, non-voting member of the Committee.

Terms of Membership:

- Members shall be appointed at the inaugural meeting of the Board of Health each year.

Structure:

- The Committee shall meet at least at the inaugural meeting each year or at the call of the Chair.
- Quorum shall be a simple majority of the members.
- The Secretary or designate shall provide administrative support.
- For any meeting other than at the inaugural Board meeting, the Chair, with the support of the Secretary shall have an agenda package prepared for circulation to members at least two business days before the meeting.

Responsibilities of Members:

- Follow the Board of Health Procedural By-Law as amended or replaced periodically.

Communication:

- The Committee Chair shall report recommendations to the Board at the inaugural Board meeting.
- Should the Committee be required to meet at any time other than the inaugural meeting, the Committee Chair shall report recommendations to the Board at the next regular Board meeting.
- Minutes, including recommendations to the Board, shall be prepared by the Secretary and shall be circulated where practical with the agenda package in advance of the next Committee meeting.
- Upon approval Committee minutes shall be posted to the Renfrew County and District Health Unit website.

Related References:

Ontario Public Health Standards

http://www.health.gov.on.ca/en/pro/programs/publichealth/oph_standards/
