



Northwestern
Health Unit

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BOARD OF HEALTH FOR THE NORTHWESTERN HEALTH UNIT

BY-LAW #1

CONSTITUTION OF THE BOARD OF HEALTH FOR THE
NORTHWESTERN HEALTH UNIT

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CONSTITUTION

BY-LAW #1

BOARD OF HEALTH FOR THE NORTHWESTERN HEALTH UNIT

The Board of Health shall be so named:

Board of Health for the Northwestern Health Unit

HPPA, R.S.O. 1990, s. 53

PREAMBLE

Whereas it is the purpose of the Northwestern Health Unit to provide public health services in accordance with the current strategic plan; now, therefore, be it enacted that the following be the Constitution of the Board of Health for the Northwestern Health Unit.

It is understood that this Constitution does not supersede the *Health Protection and Promotion Act* or other provincial and federal legislation, as the intent of this Constitution is to comply with all applicable legislation and to ensure effective governance.

MISSION STATEMENT

Improve the quality and length of life in our communities: healthy lifestyles, longer lives lived well.

VISION STATEMENT

We are recognized as a valued and integral partner in health.

1.0 DEFINITIONS

For the purposes of this document:

By-Law #1: herein referred to as the Constitution of the Board of Health for Northwestern Health Unit.

Absent means non-attendance at a meeting of the Board without notification to the Secretary to the Board.

Ad hoc committee means a Board committee formed for a one-time task assigned by the Board that is dissolved upon completion of its mandate.

Agreement means a current service agreement between Ministry of Health and the Board of Health under the *HPPA* as current, or other relevant contracts.

aPHa means the Association of Local Public Health Agencies.

Board means the Board of Health for the Northwestern Health Unit, as indicated in Part VI, Section 49(1) of the *HPPA*.

CEO means Chief Executive Officer.

Chair means the person presiding at a meeting of the Board or committee of the Board.

Chair of the Board means the Chair of the Board of Health elected annually at the Board's first meeting under direction provided in Section 57(2) of the *HPPA*.

City/Municipality/Town/Township means the obligated Municipal Council of the Cities/Municipalities/Towns/Townships of the Northwestern Health Unit.

Committee means a standing committee of the Board that has a Terms of Reference.

Community means the population of the catchment area of Northwestern Health Unit.

Council means the Municipal Council of the City/Municipality/Town/Township.

Electronic meeting means a Board meeting where all members attending the meeting are not physically in the same room but are joining the meeting through distance communication technology such as teleconferencing and videoconferencing.

Executive Committee means the standing committee whose mandate includes oversight of Board of Health governance and legal matters, and corporate structure, finance, risk management, and policies. Terms of Reference are Appendix 'E'.

Health Unit means an area that, by or under any Act, is "the area of jurisdiction of a Board of Health" (*HPPA*, Section 1).

HPPA means the [Health Protection and Promotion Act](#), Bill 183, Regulations, or Successor Acts.

In camera means a Board meeting or part of a meeting that is closed to the public as provided for under [Section 239 of the Municipal Act](#).

Local board means a municipal service board, transportation commission, public library board, Board of Health, police services board, planning board, or any other board, commission, committee, body, or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority. (*Municipal Act, as current*).

Meeting means a meeting of the Board as defined in the *Municipal Act* (as current).

Member means a member of the Board.

MOH means Medical Officer of Health.

MoH means Ministry of Health.

Municipal Act means the [Ontario Municipal Act](#), as current and subsequent regulations and amendments.

Officer means the Chair of the Board of Health, the Vice-Chair of the Board of Health, and Chair of Board of Health Committees.

The organization means the Northwestern Health Unit.

Pecuniary interest means a situation in which a member has opposing obligations as defined by the [Municipal Conflict of Interest Act](#).

Perry means Call to Order: Meeting Rules and Procedures for Non-Profit Organizations, Second Edition by Herb Perry, primary reference for meeting rules and procedures.

Quorum means a majority of members of the Board (50% +1).

Secretary to the Board means the Northwestern Health Unit staff person who performs the duties of Secretary to the Board of Health.

Regrets means advance notification to the **Secretary to the Board** of absence at a meeting of the Board.

Vice-Chair means the Vice-Chair of the Board elected annually at the Board's first meeting in accordance with direction of the *HPPA*, Section 57(2), who shall assume the duties of the Chair in the Chair's absence.

Year means the period from January 1 to December 31 in the same calendar year.

2.0 BOARD OF HEALTH COMPOSITION

The Board of Health is established as a local board of the obligated municipalities under the *Municipal Act*.

The Board of Health will consider its collective skills, knowledge, competencies, diversity, and representation of the communities it services when reviewing its composition, and when communicating with appointing bodies regarding potential appointments to the Board of Health.

Municipal councils may appoint a municipal elected official or a community member at large to the

Board.

Residents in Northwestern Health Unit may seek appointment to the Board of Health through the [Provincial Appointments Secretariat](#).

2.1 Municipal Appointees

The Board of Health of the Northwestern Health Unit shall have eight municipal members as follows:

- Two members to be appointed by the Municipal Council of the City of Kenora, one of whom shall also represent the Township of Sioux Narrows Nestor Falls.
- One member to be appointed jointly by the Municipal Council of The Corporation of the City of Dryden and the Municipal Council of The Corporation of the Municipality of Machin.
- One member to be appointed jointly by the Municipal Council of The Corporation of the Township of Ignace, the Municipal Council of The Corporation of the Township of Pickle Lake, and the Municipal Council of The Corporation of the Municipality of Sioux Lookout.
- One member to be appointed jointly by the Municipal Council of The Corporation of the Municipality of Red Lake and the Municipal Council of the Township of Ear Falls.
- One member to be appointed by the Municipal Council of the Town of Fort Frances.
- One member to be appointed by the Municipal Council of the Township of Atikokan.
- One member to be appointed jointly by the Municipal Council of the Town of Rainy River and the Municipal Councils of the townships of Alberton, Dawson, Chapple, Emo, Lake of the Woods, LaVallee and Morley.

[HPPA, R.R.O. 1990, Reg. 559, s. 18](#)

2.2 Public (Provincial) Appointees

As directed by the HPPA [[R.S.O. 1990, s. 49 \(3\)](#)], the Lieutenant Governor in Council may appoint members to the Board of Health, but the number of members so appointed shall be less than the number of municipal members of the Board of Health.

Members of the public who wish to apply for appointment to the Board must apply through the Ontario Public Appointments Secretariat (PAS) through the website: www.pas.gov.on.ca.

2.3 Appointees from First Nations Communities

The Board of Health and First Nation community may enter into an agreement under Section 50 of the HPPA under which:

- (a) the Board agrees to provide health programs and services to the members of the band; and
- (b) the First Nation Council agrees to accept the responsibilities of a municipality within the health unit; and
- (c) the First Nation Council may appoint a member of the community to sit on the Board of Health.

[HPPA, R.S.O. 1990, s. 50 \(1, 2\)](#)

2.4 Board Membership Restriction

Current employees of the Northwestern Health Unit are not eligible for membership to the Board.

Current municipal employees are not eligible for membership to the Board.

Membership to the Board for former employees of the Northwestern Health Unit is restricted for a period of five (5) years from the last day of employment.

In the event of appointment of current or former employees of the Northwestern Health Unit within five (5) years to the Board by a municipality or by the Lieutenant Governor, the Board shall send a letter to the appointing body requesting reconsideration of the appointment.

Current Board of Health members are not eligible to apply for employment with Northwestern Health Unit.

2.5 Term of Office

The term of office of a municipal member of a Board of Health 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. [HPPA, R.S.O. 1990, s. 49\(7\)](#)

A member of a Board of Health appointed by the Lieutenant Governor in Council may be appointed for a term of one, two or three years. [HPPA, R.S.O. 1990, s. 51\(1\)](#)

2.6 Board Vacancies

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

[HPPA, R.S.O. 1990, s. 51 \(2\)](#)

Municipal members of the Board who wish to resign from the Board during their term must submit a letter of resignation to their appointing body, with a copy to the Board Chair.

Provincial (Public) Appointees who wish to terminate their appointment during their term must follow the procedure outlined by the Public Appointments Unit of the Ministry of Health so that an Order in Council may be prepared to revoke the appointment.

2.7 Reappointment of Public (Provincial) Appointees

Public Appointees whose terms of appointment will be expiring and who wish to apply for reappointment to the Board must follow the procedure outlined by the Public Appointments Secretariat. **Provincial appointees are responsible for seeking reappointment if they so desire.**

A completed Reappointment Information Form must be submitted to the Secretary to the Board at least four (4) months prior to expiration of the appointment.

The reappointment process provides for a letter of endorsement from the Board Chair to accompany an application for reappointment.

Board of Health Endorsement

The Board of Health will submit a letter to accompany the application for reappointment. The endorsement will be made, or not made, by the Board Chair (or Vice-Chair, if the reappointment involves the Board Chair) following an in-camera recommendation from the Board.

The Board of Health will not endorse a member if they have not met the minimum attendance requirement or have been a member for a period of ten years or more.

2.8 Board Member Recognition of Service

Board members departing from the Board will be recognized for their service to the Board. Upon leaving, Board members are given a gift valued at \$25 for each year served as a member of the Board of Health and a Certificate of Appreciation.

Alternately, as per Northwestern Health Unit Policy, Recognition of Service, a donation or contribution valued at \$25 for each year served as a Board of Health member may be made to an appropriate charity or agency of the member's choice. The recipient organization must possess CRA registered charity status.

3.0 RESPONSIBILITIES OF BOARD OF HEALTH

The Board of Health is an autonomous corporation under the *HPPA* and is the legal authority for the organization. Board members act in a position of trust for the community and are responsible for the effective governance of the organization.

The Board upholds provincial legislation governing the mandate and operation of the Board of Health under the *HPPA*, the *Municipal Act*, and other legislations that reference Boards of Health.

The Board is accountable to the community for ensuring that its health needs are addressed by appropriate programs and ensuring that Northwestern Health Unit is well managed.

The Board shall establish policies which govern the operation of Northwestern Health Unit.

The Board creates a strategic plan that establishes the overall objectives and priorities for the organization in its provision of health programs and services, to meet the needs of the community and monitors progress towards achieving the expectations established therein.

The Board shall appoint a full-time Medical Officer of Health and may appoint one or more Associate Medical Officers of Health. [*HPPA, R.S.O. 1990, Reg. 559, s. 62*](#)

The Board shall appoint a full-time Chief Executive Officer.

The Board shall be responsible for assessing the performance of the Medical Officer of Health and the Chief Executive Officer as outlined in Board policy.

The Board shall engage in a self-evaluation process annually.

Responsibilities of individual members of the Board are outlined in the Board of Health Member Job Description (Appendix A).

4.0 ORIENTATION AND EDUCATION OF BOARD OF HEALTH MEMBERS

Orientation and on-going education is provided to all Board of Health members.

Board members are educated regarding the knowledge necessary and appropriate for the discharge of their duties.

Orientation and on-going education needs are assessed, in part, as part of the annual BOH self-evaluation. The Board Chair and Vice Chair will discuss the Board's orientation needs, and appropriate process and format, with the Chief Executive Officer and/or Medical Officer of Health.

An education plan is developed and shared with the BOH on an annual basis.

Board of Health orientation materials shall be maintained by the Secretary to the Board and provided to each new Board member.

Board members wishing to receive additional orientation and/or education will discuss their request with the Chief Executive Officer.

5.0 BOARD OF HEALTH MEMBER RECORDS

A record shall be maintained by the Board Secretary for each Board of Health member. Contents shall include, at a minimum:

- Signed copies of the Board member's Confidentiality Agreement (Appendix B) and annual Board Member Agreement (Appendix C) form(s);
- Appointment documentation (Order in Council or municipal appointment notification);
- Signed Release for Payment to Municipal Councillors (Appendix D), where applicable;
- Current emergency contact information; and
- Written correspondence to a member regarding their performance and actions as a member of the Board of Health.

Each Board of Health member may review their personal file at any time by contacting the Board Secretary.

6.0 DUTIES OF OFFICERS

6.1 Chair of the Board of Health

The Chair of the Board shall:

- Preside at all meetings of the Board.
- Conduct the meetings according to Call to Order: Meeting Rules and Procedures for Non-Profit Organizations, Second Edition (Perry).
- Be a member of all committees.
- Be Vice-Chair of the Executive Committee.
- Maintain regular communication with the Vice Chair, Chief Executive Officer and

- Medical Officer of Health regarding Board of Health issues, and collaborate with the Chief Executive Officer and Medical Officer of Health, and Vice Chair to prepare draft meeting agendas.
- Represent the Board at public or official functions or designate another Board member.
 - Serve as one of the signing officers for the Board.
 - Attend alPHA conferences.
 - With the Vice-Chair, lead performance appraisals for the Medical Officer of Health and Chief Executive Officer.

6.2 Vice-Chair of the Board of Health

The Vice-Chair shall:

- Have all the powers and perform all the duties of the Chair of the Board as assigned in the absence or disability of the Chair.
- Be the Chair of the Executive Committee.
- Maintain regular communication with the Chair, Chief Executive Officer and Medical Officer of Health regarding Board of Health issues, and collaborate with the Chief Executive Officer and Medical Officer of Health, and Chair to prepare draft meeting agendas.
- Serve as one of the signing officers for the Board.
- Attend alPHA conferences.
- With the Board Chair, lead performance appraisals for the Medical Officer of Health and Chief Executive Officer.

6.3 Acting Chair or Vice-Chair

In the event that the Chair or Vice-Chair position becomes vacant; or the Chair and Vice-Chair are unable to perform their duties for a short period during the year, such as in a municipal election year, the Board may appoint an Acting Chair or Vice-Chair by resolution. If there are Provincial Appointees on the Board, these names shall stand for Acting Chair during the months between a municipal election and the appointment of a new Board.

7.0 DUTIES OF THE SECRETARY TO THE BOARD OF HEALTH

It shall be the duty of the Secretary to:

- Create and maintain a personnel file for all members of the Board. Any member may make a request in writing to the Secretary to view their file at any time.
- Attend all meetings of the Board.
- Send all notices of meetings and ensure that meeting documentation is produced and circulated in accordance with direction of 'Notice of Meetings' section, and 'Meetings and Proceedings of the Board of Health' section.
- Keep or cause to be kept, full and accurate summarized minutes, which do not include discussion, of all Board meetings including meetings or parts of meetings which are closed to the public, text of By-laws and resolutions passed by it. Additions or deletions

to minutes should be brought up at the next meeting.

- Arrange for the timely distribution of all minutes and correspondence.
- Forward a copy of all resolutions, motions, and directives of the Board to those concerned in order to give effect to same.
- Perform such other duties for the Board as directed by the Chair of the Board, Medical Officer of Health, or Chief Executive Officer.

8.0 ROLE OF MEDICAL OFFICER OF HEALTH

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 the HPPA or any other Act.

The Medical Officer of Health shall report to the Board of Health on the program activities of the Health Unit, its relationships with other community organizations that are concerned with health or health-related services and federal, provincial, and local developments that affect public health services in the community, as well as any other matters of general interest. These reports shall be delivered to Board of Health meetings.

9.0 ROLE OF CHIEF EXECUTIVE OFFICER

The Chief Executive Officer is responsible and accountable for the business affairs of the Board.

The Chief Executive Officer shall report to the Board of Health on the operational activities of the Health Unit; federal, provincial, and local developments that affect operational services, as well as any other matters of general interest. These reports shall be delivered to Board of Health meetings.

10.0 ELECTION OF OFFICERS

In-Term Elections:

The Secretary to the Board of Health will initiate a confidential electronic survey following the November Board of Health meeting for the purposes of soliciting names of all eligible Board members who desire to run for the office of Chair, Vice Chair, and membership to the Executive Committee at the first Board of Health meeting of the following year. All members will indicate their interest or dis-interest in all positions.

The Secretary will utilize an electronic voting platform to create an anonymous election system pre-populated with the names of those who have indicated their interest in running for office. The system will allow for revisions at the time of the election should a member wish to add or remove their name when nominations from the floor are called for, understanding that advance votes will be counted.

Members who have indicated to the Secretary to the Board by December 15th that they will not be present at the election meeting may cast their vote in an advance confidential electronic survey. Responses to this survey will be reviewed at the time of election.

The Chair of the Board of Health will vacate the chair, and the Medical Officer of Health, Chief Executive Officer, or designate is appointed the Chair of the Election.

Each nominated member may address the Board on their own behalf for a total of three (3) minutes before the election for each position for which they are nominated.

Elections following a Municipal Election:

At the first meeting of the Board following a municipal election, the same process detailed above will take place, with the solicitation of names done via electronic survey within the meeting, and in advance of the election process. The Medical Officer of Health, Chief Executive Officer, or designate will provide a summary of each role, as detailed in the Board of Health Constitution in advance of calls for nomination.

10.1 Voting and Appointment Procedure

The election of officers of the Board of Health will be by anonymous electronic survey, whether the meeting is held virtually or in person.

The order of elections will be:

1. Chair
2. Vice-Chair
3. Executive Member(s)

The Chair of the Election and Secretary to the Board of Health act as scrutineers. The Chair of the Election will announce the results.

Results of each election will be reported before moving onto the next.

Unsuccessful candidates running for a position may be eligible for nomination to the subsequent position.

Once the elections for all positions are complete, the Chair will be turned over to the newly elected Chair of the Board, who will call for a resolution to destroy the electronic ballots.

11.0 MEETINGS AND PROCEEDINGS OF THE BOARD OF HEALTH

In all the proceedings at or taken by this Board, the following rules and regulations shall be observed and shall be the rules and regulations for the order and dispatch of business at the Board, and in the Committee(s) thereof.

Call to Order: Meeting Rules and Procedures for Non-Profit Organizations, Second Edition by Herb Perry (2004) shall be followed for governing the proceedings of the Board and the conduct of its members. In areas not addressed by Perry, Roberts Rules of Order prevails.

11.1 Meetings

The Board shall hold a minimum of ten (10) meetings each year. The dates and locations for the current year shall be set annually by the Board.

The Board may alter the time, day or place of any meeting already scheduled, with notice to the members, Medical Officer of Health, Chief Executive Officer and to the public.

11.2 Special Meetings

If a matter arises that is considered to be of an urgent or time-sensitive nature, a special meeting of the Board may be called by the Board Chair, Vice Chair, Medical Officer of Health and/or Chief Executive Officer, with notice to members of the Board.

The notice calling a special meeting of the Board shall state the agenda to be considered. No non-

agenda items shall be considered at any special meeting.

A special meeting of the Executive Committee or an ad hoc committee may be called by the Chair of the Committee if time or emergency is of the essence.

11.3 Attendance by Staff

The Medical Officer of Health is entitled to notice of and to attend each meeting of the Board and every committee of the Board, as specified in the HPPA [R.S.O. 1990, s. 70]. The Board may require the Medical Officer of Health to withdraw from any part of a meeting at which the Board or a committee of the Board intends to consider a matter related to the remuneration or the performance of the duties of the Medical Officer of Health.

The Chief Executive Officer is entitled to notice of and to attend each meeting of the Board and every committee of the Board. The Board may require the Chief Executive Officer to withdraw from any part of a meeting at which the Board or a committee of the Board intends to consider a matter related to the remuneration or the performance of the duties of the Chief Executive Officer or as appropriate under the Whistleblower Policy.

The Medical Officer of Health and Chief Executive Officer will attend all meetings. Other staff will attend meetings as resource people, as requested by the Medical Officer of Health or Chief Executive Officer, in consultation with the Board.

11.4 Notice of Meetings

The Secretary shall give notice of each regular and special meeting of the Board and of each committee to the members thereof and to the Medical Officer of Health and the Chief Executive Officer.

The notice of meeting shall be accompanied by a 'Draft Agenda' and any other matter, so far as known, to be brought before such a meeting:

- Requests for items to be placed on the agenda are to be submitted to the Chief Executive Officer through the Board Secretary two (2) weeks prior to the Board meeting.
- The Chief Executive Officer in collaboration with the Medical Officer of Health and the Chair and Vice Chair shall review the agenda, to be delivered to the members with the notice of meeting.

Any item not included in the Draft Agenda can only be introduced at the meeting with the consent of the majority of the members present (Perry, "Agenda").

The notice shall be delivered or sent to Board members so as to be received not later than four (4) working days previous to the day of the meeting.

Lack of receipt of the notice shall not affect the validity of holding the meeting or any action taken thereat.

The notice calling a special meeting of the Board shall state the agenda to be considered.

11.5 Board of Health Correspondence File

An electronic Board of Health correspondence file, available to all Board members, will be maintained and regularly updated prior to each meeting of the Board.

Contents will include:

- Correspondence To
- Correspondence From, Including Resolutions from Other Boards of Health
- Miscellaneous (e.g., programs information and updates; public health newsletters, etc.)
- Monthly Cheques Listing.

11.6 Public Notice of Meetings

Board of Health meetings are open to the public and any individual may attend. At minimum, public notice of meetings shall be provided on the Northwestern Health Unit website.

11.7 Delegations and Deputations

Requests for delegations or deputations with the Board of Health must be received in writing by the Secretary ten (10) working days prior to the scheduled meeting. Every communication intended to be presented to the Board must be legible and shall be signed by at least one person.

A person who is not a member of the Board shall not be allowed to address the Board unless previously given permission.

Each deputation will be allowed a maximum of two speakers for a maximum of twenty (20) minutes total.

The Board shall discuss requests for consideration and shall render its decision in each case as soon as possible, after deputations have been heard.

11.8 Electronic Meetings

Members of the Board of Health may attend Board meetings via electronic means as per the policy regarding electronic meetings and relevant legislation ([*Bill 197, Schedule 12*](#))

11.9 Board Member Attendance at Meetings

Board members are expected to attend at least 70% of the regularly scheduled meetings of the Board of Health each year. This includes attendance through electronic means.

If a Board member's annual attendance is less than 70% for any reason, the Board Chair shall discuss the matter with the member and report back to the full Board. The Board may then notify their appointing body in writing.

Should a Board member miss two (2) consecutive Board meetings without notification to the Secretary, the Chair of the Board shall ask the appointing body to make an alternate appointment for the remainder of the term and the said member shall be notified in writing.

Board members are responsible to send regrets **to the Secretary** if they have prior knowledge they will not attend a Board meeting.

An attendance report is provided to the Board of Health at its January meeting (for the previous calendar year).

11.10 Records of Meetings

A record shall be made by the Secretary or Board-appointed designate, without note or comment, of all resolutions, decisions, and other proceedings at all Board and committee meetings, whether closed to the public or not.

11.11 In Camera Meetings

A meeting or part of a meeting may be in camera as per the current *Municipal Act*, section 239.

11.12 Meeting Investigator

The Board of Health shall annually appoint by Resolution an investigator for the purposes of any Closed Meeting investigation as per the current *Municipal Act*.

11.13 Commencement of Meetings

As soon as there is a quorum after the hour fixed for the meeting, the Chair of the Board or Vice-Chair, or person appointed to act in their place, shall take the chair and call the members to order.

If the Chair and Vice-Chair do not attend within fifteen (15) minutes of the meeting start time, the Secretary shall call the members to order, and an acting Chair shall be appointed by the Board members present to preside during the meeting or until the arrival of the Chair or Vice-Chair.

Regular Board meetings shall not be called to order without a quorum, and no meetings shall be held.

A quorum is not required to hold committee meetings.

If a quorum is present at the beginning of a meeting and some members leave thereby reducing the number to less than a quorum, the meeting may continue if it is the wish of the remaining members to do so, but no question may be considered.

11.14 Pecuniary Interest

A member who has a pecuniary interest shall declare this when called for by the Chair, or at the first opportunity thereafter, and will state the general nature thereof. Members who are aware of a conflict in advance of the meeting must declare the conflict and its general nature to the Secretary to the Board using the appropriate form (Appendix J) prior to the meeting. The conflict will be entered into the Registry as per the Conflict of Interest Policy and the [Municipal Conflict of Interest Act](#).

A member who declares a pecuniary interest regarding a topic shall leave the meeting for the duration of the discussion of that topic and will not participate in any vote related to the topic.

The minutes must record all declarations of pecuniary interest.

11.15 Rules of Debate and Conduct of Members at Board Meetings

In all the proceedings conducted by this Board, the following rules and regulations shall be observed and shall be the rules and regulations for the order and dispatch of business at the Board, and in the committees thereof.

Except as herein provided, Call to Order: Meeting Rules and Procedures for Non-Profit

Organizations, Second Edition by Herb Perry (2004), shall be followed for governing the proceedings of the Board and the conduct of its members, including rules of debate, questions of privilege and points of order, motions and order of putting of questions, voting and adjournment.

A copy of Call to Order: Meeting Rules and Procedures for Non-Profit Organizations, Second Edition (Perry) and also Roberts Rules of Order will be available at all meetings.

Board members maintain an awareness of and adhere to the NWHU Respectful Workplace policy, a copy of which will be provided in the orientation materials provided upon appointment.

Unless there is formal documentation, word of mouth shall not be accepted or discussed.

In case any member persists in a breach of the foregoing section after having been called to order by the Chair, the Chair shall without debate put the question, "Shall the member be ordered to leave their seat for the duration of the meeting?"

If the Board voted in the affirmative, the Chair shall order the member to leave their seat for the duration of the meeting.

If the member apologizes, the Chair, with the approval of the Board, may permit the member to resume the member's seat.

11.16 Motions and Order of Putting Questions

A motion for introducing new matter shall not be presented without notice unless the Board, without debate, dispenses with such notice by a majority vote, and no report requiring action of the Board shall be introduced to the Board unless a copy has been placed in the hands of the members at least one day prior to the meeting, except by a majority vote, taken without debate.

After any matter has been decided, any member who voted thereon with the majority may move for a reconsideration at the same meeting or may give notice of a motion for reconsideration of the matter for a subsequent meeting in the same year, but no discussion of the question that has been decided shall be allowed until the motion for reconsideration has been carried; no matter shall be considered more than once in the same year. For the purpose of this section, the word "year" shall mean the period from January 1 to December 31 in the same year.

11.17 Clarification

For further clarification, refer to Call to Order: Meeting Rules and Procedures for Non-Profit Organizations, Second Edition, by Herb Perry (2004). In areas not addressed by Perry, Roberts Rules of Order prevails.

When clarification is needed, any member may request that the pertinent reference section be read aloud by the Secretary.

12.0 COMMITTEES OF THE BOARD

Committees operate within the Terms of Reference approved by the Board of Health to make recommendations to the Board regarding Board business. No decisions are made or acted upon, on behalf of the Board.

All matters referred to committees should be investigated in sufficient detail to develop clear recommendations. All committees are expected to provide sufficient reasons for their

recommendations to satisfy the Board.

It is desirable that committee recommendations have unanimous support of all committee members. However, where one or more members do not support the majority recommendation, their reasons should be incorporated in the committee's report.

12.1 Quorum for Committee Meetings

A quorum is not required to hold committee meetings.

12.2 Executive Committee

The Executive Committee shall consist of four (4) members:

- The Chair of the Board of Health;
- The Vice-Chair of the Board;
- The aPHa representative, where the NWHU has an aPHa representative; and
- Up to two (2) members of the Board of Health, to be elected annually by the Board at the first Board of Health meeting of each year. One (1) member when NWHU has an aPHa representative who does not hold a Chair or Vice-Chair position on the Board.

The Chair of the Executive Committee shall be the Vice-Chair of the Board.

There shall be a Terms of Reference for the Executive Committee, which shall be Appendix E.

12.3 Ad Hoc Committees

Ad hoc or special committees may be appointed by Board of Health Resolution to undertake designated tasks. They shall be terminated upon completion of their work or study.

Membership of an ad hoc committee shall be determined by the Board, appropriate to the nature and function of the committee.

There shall be a Terms of Reference for each ad hoc committee, to be approved by the Board of Health.

13.0 CONFERENCE AND BUSINESS MEETINGS

Approval for Board of Health members' attendance at all seminars, workshops and conferences must be provided by Board of Health Resolution before any commitment to attend is made (refer to Constitution Section 19.0, 'Insurance of the Board of Health').

Association of Local Public Health Agencies (aPHa) Conferences and Meetings:

- The Chair and Vice-Chair are expected to attend as outlined in their duties and responsibilities.
- In the event that a member of the Board other than the Chair or Vice-Chair is elected to the Board of Directors of aPHa, the elected member would be expected to attend aPHa conferences as part of their duties with expenses paid by the Board.

- In addition, those Board members wishing to attend will be considered based on subject matter, cost, interest, and availability, which will be determined by the Board of Health at each occurrence as passed by Board resolution.
- All Board of Health members may attend the alPHa Orientation session held following a municipal election.

Other Conferences and Meetings:

A maximum of two (2) delegates may be approved to attend at the discretion of the Board of Health.

Board members, including the alPHa representative, provide a written report to the Board of Health, including information and appropriate follow up for events attended.

14.0 REMUNERATION AND EXPENSES TO BOARD OF HEALTH MEMBERS

14.1 Expenses

Expenses shall be provided to Board of Health members as per the current policy and procedure for travel and other expenses.

Municipal Councillors, other than the Board of Health Chair, require the expressed authorization of their municipality for the Northwestern Health Unit to pay their expenses. This authorization (Appendix D, Release for Payment to Municipal Councillors) will include an agreement that the municipality does not currently pay the councillor's expenses to attend Board of Health meetings and events; that the municipality declines paying the councillor's expenses for Board of Health meetings and events; and that the municipality is authorizing the Board of Health to pay the councillor's expenses in accordance with the Board of Health's Travel Policy. Under no circumstance may any Board of Health member claim expenses from more than one entity for the same travel expense item.

Members are responsible for submitting a completed Statement of Board Expenses form, Appendix F, with receipts included, where necessary, **within thirty (30) days** after expenditure for accounting purposes. **No forms received after December 31 for the calendar year will be processed.**

If a travel advance is required to attend a conference or other Board of Health approved event, an Application for Advance form (Appendix G) is completed and submitted to the Chief Executive Officer for processing.

Board of Health members will exercise fiscal responsibility to keep expenses to a minimum.

When Board members travel from the same area, every attempt will be made to 'car pool' in order to reduce Board travel costs.

14.2 Per Diem / Honorarium

A per diem / honorarium will be provided to Board of Health members for meeting attendance.

Municipal Councillors require the expressed authorization of their municipality for the Northwestern Health Unit to pay their per diem. This authorization (Appendix D, Release for Payment to Municipal Councillors) will include an agreement that the councillor's annual salary does not compensate the member for their attendance at Board of Health meetings or events; that the municipality declines

paying the councillor's per diem for Board of Health meetings and events; and that the municipality is authorizing the Board of Health to pay the councillor's per diem in accordance with the Board of Health Constitution.

Regular meetings of the Board of Health and Executive Committee of the Board whether in person or virtual, and approved events will be paid at the rate of the obligated municipality providing the highest per diem. Travel time is included.

Special meetings of the Board and Executive Committee, and other meetings/events whether in person or virtual: \$50.00 for 2 hours or less; above 2 hours paid at the per diem rate.

Non-committee Board members who are not invited to attend a committee meeting may attend but will not be compensated.

Voluntary attendance by Board members at community functions, events will not be compensated.

The Board of Health Chair does not receive additional compensation for acting in their general capacity as the Chair of the Board.

15.0 EXECUTION OF DOCUMENTS

The Chief Executive Officer or designate, the Medical Officer of Health, and the Chair or Vice-Chair, are hereby authorized to execute all documents required to be executed under "Board of Health for the Northwestern Health Unit."

The Board may at any time appoint by resolution the person or persons who may sign on behalf of the Board to any particular contract, arrangements, conveyance, mortgage, obligation, or other document or class of documents.

In the event that a document, which will bind the Northwestern Health Unit Board of Health, requires the signature of the Chair of the Board, and with no requirement of a duly approved Board resolution, the Chair will not sign the document until a review or consultation with the Chief Executive Officer has taken place. When this situation occurs, the Chair will inform the Board of Health members by means of a 'For Your Information (FYI)' agenda item at the next Board of Health meeting.

16.0 BANKING

Either the Chair or Vice-Chair of the Board or their designate, together with the Medical Officer of Health, Chief Executive Officer or their designates, are hereby authorized for and in the name of the Health Unit:

- to sign cheques drawn for the payment of accounts; and
- subject to the approval of the Board, from time to time borrow money from a bank.

In the absence or unavailability of the Board's designated signing authorities, the Medical Officer of Health or Chief Executive Officer may sign cheques as a representative of the Board.

Signing officers shall be designated on an as-needed basis. Banking institutions require a Board of Health resolution designating signing officers.

17.0 AUDITOR

The Board shall annually appoint an auditor for the year ended December 31, (current year), when the Auditors' Report is received for the previous year. The auditor shall not be a member of the Board or an employee of the Health Unit and shall be licensed under the Public Accountancy Act. The accounts and transactions shall be audited by an auditor of the municipality that is liable for a larger portion of the operating costs of the Health Unit than any other municipality.

Municipal Act, as current)

18.0 LEGAL COUNSEL FOR BOARD OF HEALTH

Legal counsel will not be retained on a yearly or monthly basis.

Appropriate legal counsel will be retained by the Chief Executive Officer, the Medical Officer of Health, or Board Chair or Vice Chair (in consultation with the Board on an as-needed basis, or under the Whistleblower Policy) as circumstances arise that require legal advice.

19.0 INSURANCE OF THE BOARD OF HEALTH

Subject to applicable legislation, the Northwestern Health Unit purchases and maintains liability insurance which includes and protects staff, Board members, and volunteers.

By virtue of appointment to the Board of Health, including a Board of Health committee, Board of Health members are approved for travel to the meeting(s) or to perform Board business and to be covered by Board of Health liability insurance.

Conferences, workshops and education events require Board of Health approval by Resolution to attend, in order to be covered by Board of Health liability insurance.

20.0 REVIEW OF CONSTITUTION

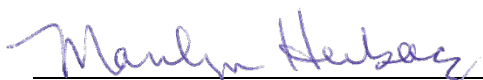
The Constitution shall be reviewed in whole at least every five (5) years by the Executive Committee or an Ad Hoc Committee of the Board.


The Executive Committee maintains an on-going awareness of policy and legislation changes that might affect the Constitution as per the Committee's Terms of Reference (Appendix E).

20.1 Amendments to Constitution

Any provision contained therein may be repealed or amended.

Amendments may be made to the Constitution by Board approval by resolution at a duly constituted meeting of the Board.


Marilyn Herbacz, CEO


Douglas Lawrance, Chair

Dated at Kenora, Ontario, this 24th day of June, 2022 by the Order of the Board of Health for the Northwestern Health Unit.

Previous Revisions:d/m/y

18-08-1981	13-03-1987	04-03-1994	29-03-2001	20-04-2008	23-03-2012	26-06-2015
23-08-1981	08-04-1988	12-04-1995	07-01-2003	20-02-2009	19-10-2012	27-11-2015
09-07-1982	21-04-1989	03-08-1996	23-03-2005	26-06-2009	18-01-2013	26-04-2016
15-06-1984	02-03-1990	04-04-1997	19-10-2005	22-10-2010	26-07-2013	22-06-2018
08-03-1985	13-03-1992	20-03-1998	24-11-2006	19-08-2011	17-01-2014	24-06-2022
14-03-1986	02-04-1993	23-03-2000	14-09-2007	02-12-2011	10-10-2014	

21.0 APPENDICES

- Appendix A:** Board of Health Member Job Description
- Appendix B:** Confidentiality Agreement
- Appendix C:** Board Member’s Agreement
- Appendix D:** Release for Payment to Municipal Councillors
- Appendix E:** Terms of Reference, Executive Committee
- Appendix F:** Statement of Board Expenses
- Appendix G:** Application for Advance Form
- Appendix H:** Board of Health Conference or Event Form

Northwestern Health Unit Job Description

Board of Health Member



June 2022

TERM

Municipal Appointees: 4 years, or as appointed or elected in alignment with municipal council terms of office. Term may be renewed at the pleasure of council.

Provincial Appointees: Appointments are made for a term of one, two, or three years by Order in Council. Reappointment is sought by the appointee with endorsement by resolution of the Board of Health.

TIME COMMITMENT

8-10 hours per month (meetings, preparation, events)

May vary for Chair, Vice-Chair, Committee members.

PURPOSE OF THE POSITION

The Board of Health is accountable to the communities it serves, funders and stakeholders for ensuring that health needs are addressed by appropriate programs and ensuring the Northwestern Health Unit is well-managed.

Members of the Board of Health are appointed by municipal or provincial bodies, but do not “represent” those constituencies at the Board of Health table. All Board of Health members act on behalf of the whole population of the Northwestern Health Unit catchment area, and make decisions for the health unit based on the needs of the whole.

Individual Board of Health members are accountable to the Chair of the Board of Health, and the people of northwestern Ontario, for their performance as members of the Board of Health.

RESPONSIBILITIES

Board of Health members act in the best long-term interests of the organization and the communities it serves, and bring to their deliberations a broad knowledge, long-range view and openness to learning.

In support of the mission of the Northwestern Health Unit, the Board of Health expects and requires Board members to behave in a professional, respectful and collegial manner while carrying out their responsibilities. Board members listen carefully and respectfully, respect the opinions of others, respect and support the decisions of the Board, actively participate in all meetings, and adhere to ethical behaviours, the Conflict of Interest policy and other Board policies and procedures.

Board members do **not** engage in any activities that negatively affect the work of the Board, succumb to an issue on an emotional level, verbally or physically intimidate or abuse any Board or staff member, criticize fellow Board members or staff inside or outside the Boardroom, interrupt another member when speaking, or interfere with day-to-day management of the Northwestern Health Unit.

Responsibilities of Board of Health Members and Elected Officers include:

- Be an active and committed participant at regularly scheduled Board meetings;
- Have a working knowledge of parliamentary procedure, specifically *Call to Order: Meeting Rules and Procedures for Non-Profit Organizations, Second Edition (Herb Perry, 2004)*;
- Read and be familiar with the member’s copy of the Board of Health Constitution and the current Policy and Procedure manual of the Northwestern Health Unit;
- Review documentation supplied in Board packages prior to meetings, and be prepared to responsibly discuss all agenda items;
- Be knowledgeable of the organization’s programs and services, and be aware of changing community trends and needs to identify and advocate for the development of healthy public policy;
- Become acquainted with, and use all forms of technology used in Board work;

- Be responsible for ongoing self-education and awareness of broader public health issues;
- Participate in self-evaluation and Board evaluation on an bi-annual basis;

Authority

The Board of Health speaks as a whole while meeting, and through the Chair of the Board (or delegate) outside of meetings.

Individual board members have no authority to direct or make requests of the Chief Executive Officer (CEO), Medical Officer of Health (MOH), or staff, or to speak on behalf of the Northwestern Health Unit unless given such authority by the Board or where supported by the Whistleblower Policy and Procedure.

Board members who become aware of issues regarding the operation of the Health Unit discuss their concerns with the Board Chair, who will bring these issues to the CEO and/or MOH as appropriate. Board members abide by, and reference the following policies: Code of Ethical Conduct, Respectful Workplace, Whistleblower, and Grievances (for non-union staff) if a situation should occur.

Personal Attributes

The Board of Health Members will demonstrate the following personal attributes:

- Maintain confidentiality
- Maintain high standards of conduct
- Be respectful
- Possess cultural and political awareness and sensitivity
- Exhibit regular and predictable attendance
- Work as a part of a team
- Passionate – Care about the purpose, vision, and direction of the organization
- Motivated – motivated to attend meetings, participate and be engaged
- Attentiveness – Ability to predict issues, come up with meaningful solutions, and provide appropriate advice

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.



CONFIDENTIALITY AGREEMENT

Information about people using services provided by the Northwestern Health Unit, about agency personnel, and about some business operations is confidential. This includes verbal, written and electronic information and records.

Staff and Board members:

- are given access to the information they need to do their work and provide services;
- do not access records that they do not need to provide services or otherwise do their work; and
- do not discuss or share client, personnel, or other confidential agency business information with others, including agency personnel, unless needed to perform their duties.

Sharing or accessing confidential information, for reasons not related to work duties, is a breach of confidentiality.

There are agency policies and procedures that outline these issues in more detail.

Declaration of Member, Board of Health

I have read and understand the above and the related policy and procedures. I agree to abide by this policy as a condition of my appointment as a member of the Board of Health for the Northwestern Health Unit.

Unauthorized disclosures of any confidential material may result in a recommendation for immediate removal as a member of the Board of Health for the Northwestern Health Unit.

Member's Signature

Date

Revised June 2022

Board Member's Agreement

There are several documents that guide the operations of the Board of Health (BOH), and the participation of members, at the Northwestern Health Unit.

These documents are reviewed as part of the orientation process, and annually thereafter. The review process allows an opportunity to revise the documents as needed, and to remind ourselves of our collective agreement on how we work together.

Board members may also bring questions or comments about the document to a meeting of the Board, or to the Chair of the Board, Medical Officer of Health, or Chief Executive Officer at any time.

These documents include the:

- Section 3.0 of the Constitution, which outlines the **Responsibilities of the Board of Health**
 - Board of Health Member Job Description
 - Confidentiality policy
 - Ethical Code of Conduct
 - Conflict of Interest policy
 - Respectful Workplace policy and procedure
 - Anti-Violence, Sexual Harassment, and Harassment policy and procedure
 - Medical Officer of Health policy
 - Chief Executive Officer policy
 - Policy and procedure policy
-

I have reviewed the above documents that guide Board of Health operations, and my participation on the Board, and have had a chance to discuss any questions or comments.

I agree to work within these guidelines, and others established by the Board of Health for the Northwestern Health Unit.

Member's Signature

Date



RELEASE FOR PAYMENT TO MUNICIPAL COUNCILLORS

The Constitution for the Northwestern Health Unit requires that Board of Health members who are municipal councillors, other than Board of Health Chair, need the expressed authorization of their municipality in order for the Northwestern Health Unit to provide remuneration (per diems) and/or their expenses to attend Board of Health meetings or events.

Declaration: Remuneration

I hereby agree that:

The *City/Town/Township/Municipality of* _____ does not currently provide _____ remuneration either as part of his/her annual councillor salary or as a per diem to attend Board of Health meetings and events;

The *City/Town/Township/Municipality of* _____ declines paying _____ remuneration for attending Board of Health meetings and events;

The *City/Town/Township/Municipality of* _____ authorizes the Board of Health to pay _____ a per diem (honoraria) in accordance with the Board of Health Constitution.

Title: _____ **Date** _____

City/Town/Township/Municipality of _____

Declaration: Expenses

I hereby agree that:

The *City/Town/Township/Municipality of* _____ does not currently pay _____'s expenses to attend Board of Health meetings and events;

The *City/Town/Township/Municipality of* _____ declines paying _____'s expenses for Board of Health meetings and events;

The *City/Town/Township/Municipality of* _____ authorizes the Board of Health to pay _____'s expenses in accordance with the Board of Health's Travel Policy.

Title: _____ **Date** _____

City/Town/Township/Municipality of _____

Terms of Reference – Executive Committee Board of Health for the Northwestern Health Unit

Purpose

The Executive Committee provides recommendations to the Board of Health, regarding Board business with a focus on Risk Management.

The smaller size of the Committee allows Committee members to become more knowledgeable about the Health Unit's financial reporting and internal control mechanisms, and current operations. Within this Committee, information is provided in greater detail than that provided to the Board as a whole, with the emphasis on "appropriate inquiry as opposed to unwarranted interference".

Membership

The membership of the Executive Committee shall consist of four members:

- (a) The Chair of the Board of Health
- (b) The Vice-Chair of the Board
- (c) The alPHa representative, where the NWHU has an alPHa representative.
- (d) Up to two (2) members of the Board of Health, to be elected annually by the Board at the first Board of Health meeting of each year. One member where NWHU has an alPHa representative who does not hold the position of Chair or Vice Chair.

Chair

The Chair of the Executive Committee shall be the Vice-Chair of the Board.

Role and Responsibilities

To ensure a Risk Management culture and to mitigate the potential for fraud, the Executive Committee:

- Meets and reviews Risk Management issues with CEO and the corporate services managers at least annually, or as requested by the Committee;
- Facilitates the Whistleblower Process as appropriate.

The Executive Committee reviews and makes recommendations regarding the following:

- Northwestern Health Unit's financial systems including financial controls, and value for money reports;
- Risk Management and Incident Reports;
- Board of Health Constitution: annually in June, or as needed;
- annual operating budget;
- matters having financial impact upon the current operating budget;
- audited financial statements and management letter from the external auditor;
- annual risk assessment of surplus funds per Policy: Accumulated Surplus – Current and Reserve Funds;

- user fees;
- changes to organizational structure;
- legal matters;
- Board of Health members' compliance with Constitution direction: e.g., per diems and expenses, meeting attendance;
- the Performance Assessment tool and process for the Medical Officer of Health and Chief Executive Officer; and the Annual Board Assessment & Evaluation tool and process for Board of Health members;
- Attestation reports from Chief Executive Officer and Medical Officer of Health
- succession planning for Medical Officer of Health and Chief Executive Officer positions; and
- other duties as assigned by the Board.

Meetings

Meetings will be held a minimum of five times per year. The Committee determines meeting dates following the first Board of Health meeting in the New Year when the committee members are elected. Meeting dates may be re-scheduled at the discretion of the Executive Committee. The Chair of the Executive Committee may call additional meetings if required and as indicated under 11.2 of the Board of Health Constitution.

Review of Terms of Reference

The Committee will review the Executive Committee's Terms of Reference annually or as required. Recommendations for revision will be presented to the Board of Health for approval by resolution.

Attendance at Meetings

Where, after due notice, a member is unable to attend committee meetings to review and recommend on a specific matter, their participation at the subsequent full Board meeting should be as a member at large; that is, their absence from committee meetings should not prompt detailed discussion and repetition of the committee's work at a Board meeting.

Committee members, the Chief Executive Officer and Medical Officer of Health are required to attend all meetings. The Chief Executive Officer may request the attendance of appropriate staff as required.

A quorum is not required to hold a Committee meeting.

The external auditor has the right to request meetings of the Committee if they feel they are necessary.

Recommendations

Recommendations are arrived at by consensus and are forwarded to the Board of Health for approval. Dissenting opinions may be reflected in the report to the Board.

Meeting Agendas

Any member of the Executive Committee may place an item on the agenda. The agenda will be finalized by the Chair and prepared by the Board Secretary.

Minutes and Clerical Support

Clerical support is provided by the Board Secretary or designate. Approved Minutes are made available to all Board members. The Chair will provide a verbal report of the Executive Committee meeting at the next scheduled regular meeting of the Board of Health.

*Approved October 22, 2010
Board of Health Resolution No. 119-2010*

*Revised August 19, 2011
Board of Health Resolution No. 90-2011*

*Revised December 2, 2011
Board of Health Resolution No. 111-2011*

*Revised January 18, 2013
Board of Health Resolution No. 15-2013*

*Revised April 26, 2016
Board of Health Resolution No. 36-2016*

*Revised April 13, 2017
Board of Health Resolution No. 37-2017*

*Revised June 22, 2018
Board of Health Resolution No. 57-2018*

***Revised June 24, 2022
Board of Health Resolution No. 71-2022***

**NORTHWESTERN HEALTH UNIT
STATEMENT OF BOARD EXPENSES**

This form is to be submitted along with receipts for expenses incurred in relation to the work of the Board of Health. Notes are to be included for unusual items. Honoraria, Per Diems, Mileage to be submitting using the electronic system. Please contact Lindsay Koch with questions about this form or the electronic system.

NAME: _____ **DATE:** _____ **20** _____

PURPOSE OF EXPENDITURE:				
DATE	EXPENSES: DETAILS	SUBTOTAL	TAXES	TOTAL
		SUBTOTAL		
		LESS: ADVANCE		
		TOTAL		

I hereby certify that the total amount of \$ _____ was incurred by me in accordance with Northwestern Health Unit policies.

Signature: _____

Received by Secretary to BOH:
Date: _____

Initials: _____

CEO Review:
Date: _____

Initials: _____

Finance Processing:
Date: _____

Initials: _____

NORTHWESTERN HEALTH UNIT

APPLICATION FOR ADVANCE

Name: _____

Position: _____

Date: _____

Authorization is requested for an accountable advance to defer out-of-pocket expenses while on Health Unit business.

It is understood that this advance will be settled in full upon completion of my approved travel expense or disbursement claim and that the total advance will be deducted from my pay cheque when the expenses are submitted.

NOTE: Travel advances must be cleared within one month of the date of travel.

Details of Advance: Air Fare / Mileage _____

Accommodations _____

Meals _____

Other _____

Total _____

Date Required

CEO

Signature

Date



Statement of Pecuniary Interest

*In accordance with the Northwestern Health Unit Board of Health
Bylaw No. 1, Section 11.14, Pecuniary Interest.*

Board of Health Member _____ (please print)

Meeting Date: _____ Open Session Closed Session

Meeting Location: _____

I declare a Pecuniary Interest on Item #: _____ of the Agenda for
the above-noted meeting for the following reason (general nature):

Member Signature

Date

BOH SECRETARY USE ONLY:
Date received: _____
Entered into Registry:
Initials: _____