

**Appendix A
to Report No. 001-12**

APPENDIX A
To Policy 2-10



MIDDLESEX-LONDON BOARD OF HEALTH

BYLAWS

IMPLEMENTATION DATE: September 25, 1986

**REVISED and RE-ENACTED on November 21, 1996
REVISED and RE-ENACTED on February 19, 1998
REVISED and RE-ENACTED on March 16, 2000
REVISED and RE-ENACTED on March 15, 2001
REVISED and RE-ENACTED on November 18, 2004
REVISED and RE-ENACTED on February 21, 2008
REVISED and RE-ENACTED on February 17, 2011**

***Bylaws for the Board of Health will be reviewed in the calendar year following
a municipal election (every 4 years).***



Board of Health: **Bylaw No. 1**

Pursuant to Section 56(1) (a) of the *Health Protection and Promotion Act*, R.S.O. 1990, as amended, chapter H.7, the Board of Health for the Middlesex-London Health Unit enacts Bylaw No. 1 to provide for the **management of property**.

1. In this bylaw:

- (a) "Act" means the *Health Protection and Promotion Act*, R.S.O. 1990 (as amended), Chapter H.7.
 - (b) "Agreement" means an agreement between the Board and the Councils for the Corporation of the City of London and the Corporation of the County of Middlesex.
 - (c) "Board" means the Board of Health for the Middlesex-London Health Unit.
2. The Board shall hold title to any real property acquired by the Board for the purpose of carrying out the functions of the Board and may sell, exchange, lease, mortgage, or otherwise charge or dispose of real property owned by it, subject to Section 52(4) of the Act.
3. (a) In accordance with the Agreement, the Secretary-Treasurer shall be responsible for the care and maintenance of all properties as required by the Board.
- (b) The Secretary-Treasurer shall keep a written inventory of all properties possessed by the Board and shall update this inventory list annually.
4. Pursuant to the Act and the terms of any leasing or rental agreements, the responsibility of the Secretary-Treasurer shall include, but not be limited to, the following:
- (a) the replacement of, or major repairs to, capital items such as the heating, cooling, and ventilation systems; roof and structural work; plumbing; lighting & wiring;
 - (b) the maintenance and repair of the parking areas and the exterior of the building;
 - (c) the care and upkeep of the grounds of the property;
 - (d) the cleaning, maintaining, decorating and repairing of the interior of the building;
 - (e) the maintenance of up-to-date insurance including both property and personal liability coverage, fire, theft, malpractice, errors and omissions and automobile insurance.

5. The Board shall ensure that all such properties comply with applicable statutory requirements contained in local, provincial, and/or federal legislation (e.g., Building Code and Fire Code).

First Reading - February 17, 2011

Second Reading - February 17, 2011

Third Reading - February 17, 2011

This Bylaw to be in force and effect from February 17, 2011, and to remain in force and effect until otherwise amended by enactment by the Board.

Executed in London, in the Province of Ontario, on this **17th day of FEBRUARY, 2011.**

Ms. Patricia L. Coderre
Chair

Dr. Graham L. Pollett
Secretary-Treasurer



Board of Health: **Bylaw No. 2**

Pursuant to Section 56(1)(b) of the *Health Protection and Promotion Act*, R.S.O. 1990(as amended), chapter H.7, the Board of Health for the Middlesex-London Health Unit enacts Bylaw No. 2 to provide for **banking and finance**.

1. In this bylaw:
 - (a) "Act" means the *Health Protection and Promotion Act*, R.S.O. 1990, as amended, Chapter H.7;
 - (b) "Board" means the Board of Health for the Middlesex-London Health Unit.
2. The Board through the Secretary-Treasurer will enter into an agreement with a recognized chartered bank or trust company which will provide the following services:
 - (a) a current chequing or savings account(s) for the Board;
 - (b) provision for cancelled cheques on a monthly basis, together with a statement showing all debits and credits;
 - (c) payment of interest at a rate to be negotiated between the Board and the bank or trust company for all surplus funds temporarily held in such account(s);
 - (d) provide advice and other banking services as required by the Board.
3. The Board will maintain a formal list of names, titles, and signatures of those individuals who have signing authority.
4. Two signatures shall be required on each cheque, comprising one Board Member and the Secretary-Treasurer. These signatures shall be on a signature plate in the keeping of the Director, Finance and Operations.
5. Notwithstanding item 4 of this bylaw, signing authorities shall be restricted to the Chair of the Board of Health, Medical Officer of Health, Associate Medical Officer of Health, and Director, Finance and Operations, any two of whom may sign cheques in the absence of the Chair and/or Secretary-Treasurer.
6. The Secretary-Treasurer is hereby authorized on behalf of the Board to:
 - (a) deposit or negotiate or transfer to the bank or trust company (but only for the credit of the Board) all or any cheques, promissory notes, bills of exchange or orders for payment of monies;
 - (b) receive all paid cheques and vouchers and to arrange, settle, balance and certify all books and accounts at the bank or trust company;

- (c) sign the bank's or trust company's form of settlement of balances and releases;
 - (d) receive all monies and to give acquittance for the same;
 - (e) invest excess or surplus funds in interest-bearing accounts or short-term deposits.
7. The Secretary-Treasurer of the Board, shall:
- (a) prepare and control the Annual Budget under the jurisdiction of the Board for submission to the Board;
 - (b) prepare financial and operating statements for the Board in accord with established Ministry policies indicating the financial position of the Board with respect to the current operations;
 - (c) act as custodian of the books of account and accounting records of the Board required to be kept by the laws of the Province;
 - (d) in conjunction with the Auditor, arrange for an annual audit of all accounting books and records;
 - (e) report to the Board on all financial and banking matters;
 - (f) perform other duties as the Board may direct.

First Reading - February 17, 2011
Second Reading - February 17, 2011
Third Reading - February 17, 2011

This Bylaw to be in force and effect from February 17, 2011, and to remain in force and effect until otherwise amended by enactment by the Board.

Executed in London, in the Province of Ontario, on this **17th day of FEBRUARY, 2011.**

Ms. Patricia L. Coderre
Chair

Dr. Graham L. Pollett
Secretary-Treasurer



Board of Health: **Bylaw No. 3**

Pursuant to Section 56(1) (c) of the *Health Protection and Promotion Act*, R.S.O. 1990, c. H.7, the Board of Health for the Middlesex-London Health Unit enacts Bylaw No.3 to regulate **the proceedings of the Board of Health.**

1. In this bylaw:

- (a) "Act" means the *Health Protection and Promotion Act*;
- (b) "Board" means the Board of Health for the Middlesex-London Health Unit;
- (c) "Chair" means the person presiding at the meeting of the Board;
- (d) "Chair of the Board" means the Chairperson elected under Section 57(2) of the Act;
- (e) "City" means the Corporation of the City of London;
- (f) "County" means the Corporation of the County of Middlesex;
- (g) "Committee" means a committee of the Board, but does not include the Committee of the Whole;
- (h) "Committee of the Whole" means all the members present at a meeting of the Board sitting in Committee;
- (i) "Council" means the Council of the City of London and/or the Council of the County of Middlesex;
- (j) "Majority" means a simple majority of members present;
- (k) "Meeting" means a meeting of the Board;
- (l) "Member" means a member of the Board;
- (m) "Quorum" means a majority of the members of the Board;
- (n) "Secretary-Treasurer" means the Secretary-Treasurer of the Board.
- (o) "In-camera" means deliberations of the Board are closed to the public and the media.

1.0 General

- 1.1 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 Committees thereof.
- 1.2 Except as herein provided, Robert's Rules of Order shall be followed for governing the proceedings of the Board and the conduct of its members.
- 1.3 A person who is not a member of the Board shall not be allowed to address the Board except upon invitation of the Chair or the members.
- 1.4 No persons shall smoke in the Board meeting room.

2.0 Convening Meeting

- 2.1 The regular meetings shall be held at a date and time as determined by the Board at its first regular meeting of the year.
- 2.2 The Board may, by resolution, alter the time, day or place of any meeting.

3.0 Special Meetings

- 3.1 A special meeting may be called by the Chair of the Board of Health.
- 3.2 Any three Board members by written communication to the Secretary-Treasurer may initiate a special meeting.
- 3.3 A special meeting shall not be summoned for a time which conflicts with a regular meeting or a meeting previously called of the Council(s) of the City of London and/or the County of Middlesex.

4.0 Notifying Board Members of Meetings

- 4.1 The Secretary-Treasurer shall give notice of each regular and special meeting of the Board and of each Committee to the members thereof.
- 4.2 The notice shall be accompanied by the "Agenda" and any other matter, so far as known, to be brought before such meeting.
- 4.3 The notice shall be delivered or sent by ordinary mail to the residence or place of business of each member so as to be received no later than the Friday of the week before the scheduled Board meeting.
- 4.4 Lack of receipt of the notice shall not effect the validity of holding the meeting or any action taken thereat.
- 4.5 The notice calling a special meeting of the Board shall state the business to be considered at the special meeting and no business other than that

stated in the notice shall be considered at such meeting except with the unanimous consent of the Members present and voting.

5.0 Notifying the Public of Board Meetings

- 5.1 The Board shall give reasonable notice to the public of every of its meetings by posting in a publicly accessible location and by publishing on its website or any other print or electronic medium of mass communication:
- (a) the date, time and location of the meeting;
 - (b) a clear, comprehensive agenda of the items to be discussed at the meeting.
- 5.2 If an electronic or telephone meeting is to be held, the Board will ensure that the public can exercise, without difficulty, their right to attend the meeting.

6.0 Meetings Open to the Public

- 6.1 The Board shall ensure that its meetings are open to the public except where a closed meeting is permitted by law. See Item 7.0 re Convening In-Camera (Closed) Meeting(s).

7.0 Convening In-Camera (Closed) Meeting(s)

- 7.1 Pre-requirements for in-camera sessions

Before holding a meeting or part of a meeting that is closed to the public, the Board shall state by resolution,

- (a) the fact of the holding of the closed meeting and the general nature of the matter to be considered at the closed meeting; or
- (b) in the case of a meeting for education or training, the fact of the holding of the closed meeting, the general nature of its subject-matter and that it is to be closed under that subsection.

- 7.2 Criteria for in-camera meetings

In accordance with Section 239 (2) of the *Municipal Act*, R.S.O., as amended, a meeting or part of a meeting may be closed to the public if the subject matter being considered is:

- (a) the security of the property held by the Middlesex-London Board of Health;
- (b) personal matters about an identifiable individual, including Board employees;

- (c) a proposed or pending acquisition of land by the Middlesex-London Board of Health;
- (d) labour relations or employee negotiations;
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the Middlesex-London Health Unit;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act.

7.3 Criteria for in-camera voting

A meeting shall not be closed to the public during the taking of a vote, except:

- (a) When item 7.2 permits or requires the meeting to be closed to the public; and/or
- (b) The vote is for a procedural matter or for giving directions or instructions to officers, employees or agents or persons retained under contract of/with the Board.

7.4 In-camera record keeping requirements

The Board shall record without note or comment all resolutions, decisions and other proceedings at a meeting, whether it is closed to the public or not.

8.0 Preparation of the "Agenda"

8.1 The Secretary-Treasurer shall prepare for the use of members at the regular meetings the "Agenda" as follows:

- (a) Call to Order and Declarations of Interest;
- (b) Minutes of Previous Meeting;
- (c) List of Items to be dealt with in open session including delegations;
- (d) List of Items to be dealt with in-camera;
- (e) Other Business from the Floor;
- (f) Date of Next Meeting;
- (g) Adjournment

- 8.2 For special meetings, the "Agenda" shall be prepared when and as the Chair may direct or, in default of such direction, as provided in the last preceding section so far as applicable.
- 8.3 The business of each meeting shall be taken up in the order in which it stands on the "Agenda", unless otherwise described by the Board.

9.0 Commencement of Meetings

- 9.1 As soon as there is a quorum after the hour fixed for the meeting, the Chair or Vice-Chair, or person appointed to act in their place and stead, shall take the chair and call the members to order.
- 9.2 If the person who ought to preside at any meeting does not attend by the time a quorum is present, the Secretary-Treasurer shall call the members to order and a presiding officer shall be appointed by the members present, to preside during the meeting or until the arrival of the person who ought to preside.
- 9.3 If there is no quorum within ten minutes after the time appointed for the meeting, the Secretary-Treasurer shall call the roll and take down the names of the members then present, and the meeting shall then adjourn until the next day of meeting unless the Board otherwise decides.
- 9.4 Upon any member directing the attention of the Chair, to the fact that a quorum is not present, the Secretary-Treasurer, at the request of the Chair, shall within three minutes following such request, record the names of those members present and advise the Chair if a quorum is, or is not, present.

10.0 Rules of Debate and Conduct of Members of the Board

- 10.1 The Chair shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meetings, subject to an appeal by any member to the Board from any ruling of the Chair.
- 10.2 Each delegation will be allowed a maximum of 10 minutes, but a member of the Board may introduce a delegation in addition to the speaker or speakers. Normally, a delegation will not be heard on an item unless there is a report from staff on the item.
- 10.3 The Board shall render its decision in each case no later than the day following the next meeting where possible.
- 10.4 When a member finds it impossible to attend any meeting, the onus is upon the member to advise the Secretary-Treasurer prior to the holding of such meeting, and to advise of his wishes with respect to having an agenda item tabled.

- 10.5 If the Chair desires to leave the chair for the purpose of taking part in the debate or otherwise, the Chair shall call on the Vice-Chair or another member in his absence, or refusal to fill his place until he resumes the chair.
- 10.6 Every member, previous to speaking to any question or motion, shall respectfully address the Chair.
- 10.7 When two or more members ask to speak, the Chair shall name the member who, in his opinion, first asked to speak.
- 10.8 A member may speak more than once on a question, but after speaking shall be placed at the foot of the list of members wishing to speak.
- 10.9 No member shall speak to the same question 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.
- 10.10 Any member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking.
- 10.11 When a member desires to address the Board upon a matter that concerns the rights or privileges of the Board collectively or of himself as a member thereof, he shall be permitted to raise such matter of privilege, and a matter of privilege shall take precedence over other matters.
- 10.12 When a member desires to call attention to a violation of the rules of procedure, he shall ask leave of the Chair to raise a point of order and after leave is granted, he shall state the point of order with a concise explanation and then not speak until the Chair has decided the point of order.
- 10.13 Unless a member immediately appeals to the Board the decision of the Chair shall be final.
- 10.14 If the decision is appealed, the Board shall decide the question without debate and its decision shall be final.
- 10.15 When the Chair calls a member to order, he shall immediately cease speaking until the point of order is dealt with and he shall not speak again without the permission of the Chair unless to appeal the ruling of the Chair.

11.0 Motions and Order of Putting Questions

- 11.1 Every motion shall be deemed to be in possession of the Board for debate after it is presented by the Chair, and seconded, but may, with permission of the Board, be withdrawn at any time before amendment or decision.
- 11.2 When a matter is under debate, no motion shall be received other than a motion:
- (a) to adopt;
 - (b) to amend;
 - (c) * to table;
 - (d) to refer;
 - (e) to receive;
 - (f) * to adjourn the meeting; or
 - (g) * that the vote be now taken.
- * these items are to be voted on without debate.
- 11.3 A motion to refer or table shall take precedence over any other amendment.
- 11.4 When a motion that the vote be now taken is presented, it 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.
- 11.5 A motion relating to a matter not within the jurisdiction of the Board shall not be in order.

12.0 Voting

- 12.1 Only one amendment at a time can be presented to the main motion and only one amendment can be presented to an amendment, but when the amendment to the amendment has been disposed of, another may be introduced, and when an amendment has been decided, another may be introduced.
- 12.2 The amendment to the amendment, if any, shall be voted on first, then if no other amendment to the amendment is presented, the amendment shall be voted on next, then if no other amendment is introduced, the main motion, or if any amendment has carried, the main motion as amended, shall be put to a vote.

- 12.3 Nothing in this section shall prevent other proposed amendments being read for the information of the members.
- 12.4 When the question under consideration contains distinct propositions, upon the request of any member, the vote upon each proposition shall be taken separately.
- 12.5 After the Chair commences to take a vote, no member shall speak to or present another motion until the vote has been taken on such motion, amendment or subamendment.
- 12.6 Every member present at a meeting of the Board when a vote is taken on a matter shall vote thereon unless prohibited by statute; and, if any member present persists in refusing to vote, he shall be deemed as voting in the negative.
- 12.7 If a member disagrees with the announcement by the Chair of the result of any vote, he may object immediately to the Chair's declaration and require that the vote be retaken.
- 12.8 After any matter has been decided, any member 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 carried, and no matter shall be reconsidered more than once in the same calendar year.

13.0 Minutes

- 13.1 Minutes shall be taken at all regular and special meetings by the Secretary-Treasurer/Designate.
- 13.2 The names of all Board members and Health Unit employees who attend the meeting shall be recorded.
- 13.3 All Board motions shall become effective immediately upon approval, unless otherwise stated. All approved and defeated motions shall be recorded.
- 13.4 There shall be a motion to approve the minutes or amended minutes of each Board meeting.
- 13.5 All Board of Health minutes shall be ratified by signature of the Board Chair and Secretary-Treasurer.

14.0 Adjournment

- 14.1 A motion to adjourn the Board Meeting or adjourn the debate 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;
 - (c) during the taking of the vote; but no second motion to the same effect shall be made until after some intermediate proceedings shall have taken place.

15.0 Communications

- 15.1 Every communication intended to be presented to the Board must be written dated and signed.
- 15.2 Every such communication shall be delivered to the Secretary-Treasurer before the commencement of the meeting of the Board.

16.0 Proceedings on Bylaws

- 16.1 Every bylaw shall be introduced by a member upon motion for leave specifying the title of the bylaw, and a bylaw shall not be in form blank or incomplete.
- 16.2 Every bylaw shall receive three readings at different meetings before being passed, except that the Board may by a majority vote provide for two or more readings at one meeting.
- 16.3 The question "shall this bylaw be now read for a first time" shall be decided without amendment or debate.
- 16.4 Every bylaw may be considered by the Committee of the Whole after the second reading thereof.
- 16.5 All amendments made in the Committee of the Whole shall be reported by the Chair thereof to the Board which shall receive the same forthwith without debate.
- 16.6 The Secretary-Treasurer shall endorse on all bylaws read at the Board the dates of the several readings and of the passing thereof and shall be responsible for the correctness of such bills should they be amended.
- 16.7 Every bylaw which has been passed by the Board shall be sealed with the seal of the Board, signed by the Chair of the Board or by the Chair of the meeting at which the bylaw was passed and by the Secretary-Treasurer and deposited with the Secretary-Treasurer for custody.
- 16.8 All bylaws adopted by the Board shall be kept in a separate volume.

17.0 Secretary-Treasurer and Board Solicitor

17.1 It shall be the duty of the Secretary-Treasurer:

- (a) to attend or cause an assistant to attend all meetings of the Board;
- (b) to keep or cause to be kept full and accurate minutes of the meetings of all the Board meetings, text of Bylaws and Resolutions passed by it;
- (d) to forward a copy of all resolutions, enactments and orders of the Board to those concerned in order to give effect to the same; and
- (e) to forward all reports of the Board requiring City/County Council approval to the appropriate official so that the same may be considered by the Council at the next regular meeting.

17.2 It shall be the duty of the Board Solicitor:

- (a) To examine reports of the Board on request and to report whenever any matter contained therein is beyond the power of the Board or otherwise illegal.
- (b) To advise the Board and Committees as to the legality of all matters considered by the same bodies of which he shall have notice.
- (c) To act on other matters as decided by the Board.

18.0 Elections and Appointment of Committees

18.1 At the first meeting of each calendar year the Board shall elect by a majority vote a Chair and a Vice- Chair for that year.

18.2 The Chair of the Board shall rotate on an annual basis to one of the representatives of the City of London, the County of Middlesex, and the Province of Ontario.

18.3 At the first meeting of each calendar year, the Board shall appoint the representative or representatives required to be appointed annually at the first meeting by the Board to other boards, bodies, or commissions where appropriate.

18.4 The Board may appoint committees from time to time to consider such matters as specified by the Board (e.g., Human Resources, Planning, etc.).

19.0 Conduct of Business in Committees

19.1 The rules governing the proceedings of the Board shall be observed in the Committees insofar as applicable.

19.2 It shall be the duty of the Committee:

- (a) to report to the Board on all matters referred to them and to recommend such action as they deem necessary;
- (b) to forward to the Board the minutes of meetings;
- (c) to forward to the incoming Committee for the following year any matter indisposed of.

19.3 The procedures of the Board with respect to:

- (a) incurring of liabilities and paying of accounts;
- (b) contracts and expenditures;
- (c) petty cash;
- (d) tenders and quotations;

shall be in accordance with the Agreement.

20.0 Corporate Seal

20.1 The corporate seal of the Board shall be in the form impressed hereon and shall be kept by the Executive Officer or the Secretary-Treasurer of the Board.

21.0 Execution of Documents

21.1 The Board may at any time and from time to time direct the manner in which and the person or persons who may sign on behalf of the Board and affix the corporate seal to any particular contract, arrangements, conveyance, mortgage, obligation, or other document or any class of contracts, arrangements, bylaw, conveyances, mortgages, obligations or documents.

22.0 Duties of Officers

22.1 The Chair of the Board shall:

- (a) preside at all meetings of the Board;
- (b) represent the Board at public or official functions or designate another Board member to do so;

- (c) be ex-officio a member of all Committees to which he has not been named a member;
- (d) perform such other duties as may from time to time be determined by the Board.

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

23.0 Board of Health Performance Assessment

- 23.1 Board of Health Members shall be invited to complete a Board Performance Assessment questionnaire to honour the Board's commitment to good governance and continuous quality improvement. The Performance Assessment Tool shall be offered to Board Members three times per year, i.e., March, June and November.
- 23.2 Board of Health Members shall be able to complete the Performance Assessment Tool, in confidence, on-line or by hard copy.
- 23.3 The results of each Assessment shall be summarized by Health Unit Staff and shared with the Board at a subsequent Board of Health Meeting. All responses shall be handled in confidence.

24.0 Amendments

- 24.1 Any provision contained therein may be repealed, amended or varied, and additions may be made to this bylaw by a majority vote.

25.0 General

- 24.1 In this bylaw, words importing the singular number or the masculine gender only shall include more persons, parties or things of the same kind than one and females as well as males and the converse.

First Reading - February 17, 2011
Second Reading - February 17, 2011
Third Reading - February 17, 2011

This Bylaw to be in force and effect from February 17, 2011, and to remain in force and effect until otherwise amended by enactment by the Board.

Executed in London, in the Province of Ontario, on this **17th day of FEBRUARY, 2011.**

Ms. Patricia L. Coderre
Chair

Dr. Graham L. Pollett
Secretary-Treasurer



Board of Health: **Bylaw No. 4**

Pursuant to Section 56(1)(d) of the *Health Protection and Promotion Act*, R.S.O. 1990, c. H.7, the Board of Health for the Middlesex-London Health Unit enacts Bylaw No. 4 to provide for the **duties of the Auditor** of the Board of Health, namely:

1. (a) The Board shall appoint an Auditor who shall not be a member of the Board and shall be licensed under the *Public Accountancy Act*, R.S.O. 1990, c. P.37.
- (b) The Auditor shall be the same Auditor as the City of London may from time to time appoint.
2. The Auditor shall:
 - (a) audit the accounts and transactions of the Board of Health;
 - (b) perform such duties as are prescribed by the Ministry of Municipal Affairs and Housing with respect to local boards under the *Municipal Act*, S.O. 2001, c. 25 and the *Municipal Affairs Act*, R.S.O. 1990, c. 25;
 - (c) perform such other duties as may be required by the Board that do not conflict with the duties prescribed by the Ministry of Municipal Affairs and Housing as set out in clause (b) of this bylaw;
 - (d) have a right of access at all reasonable hours to all books, records, documents, accounts and vouchers of the Board and is entitled to require from the members of the Board and from the Officers of the Board such information and explanation as in his/her opinion may be necessary to enable him/her to carry out such duties as are prescribed by the Ministry of Municipal Affairs and Housing and under the *Health Protection and Promotion Act*.

First Reading - February 17, 2011

Second Reading - February 17, 2011

Third Reading - February 17, 2011

This Bylaw to be in force and effect from February 17, 2011, and to remain in force and effect until otherwise amended by enactment by the Board.

Executed in London, in the Province of Ontario, on this **17th day of FEBRUARY, 2011.**

Ms. Patricia L. Coderre
Chair

Dr. Graham L. Pollett
Secretary-Treasurer



Board of Health: **Bylaw No. 5**

Being a Bylaw to designate a head of the Middlesex-London Board of Health for the purposes of the ***Municipal Freedom of Information and Protection of Privacy Act***, R.S.O. 1990 (as amended), c. M. 56.

WHEREAS under Section 3(1) of the *Municipal Freedom of Information and Protection of Privacy Act*, the Board may by bylaw designate from among its members an individual or a committee of the Board to act as head of the Middlesex-London Board of Health for the purposes of the Act;

AND WHEREAS the Board deems it necessary and expedient to designate a head for the purposes of the Act;

NOW THEREFORE THE MIDDLESEX-LONDON BOARD OF HEALTH ENACTS AS FOLLOWS:

1. The Chair of the Board to be designated as “Head” for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*.
2. The Chair of the Board to 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 2004***, R.S.O. 2004, c.3 Sched. 4.

First Reading - February 17, 2011

Second Reading - February 17, 2011

Third Reading - February 17, 2011

This Bylaw to be in force and effect from February 17, 2011, and to remain in force and effect until otherwise amended by enactment by the Board.

Executed in London, in the Province of Ontario, on this **17th day of FEBRUARY, 2011**.

Ms. Patricia L. Coderre
Chair

Dr. Graham L. Pollett
Secretary-Treasurer



**BOARD OF HEALTH DESIGNATION OF “HEAD” FOR THE PURPOSES OF THE
MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

I, **Patricia Coderre**, Chair of the Middlesex-London Board of Health, having been designated “Head” per Board of Health Bylaw No. 5 for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M. 56, delegate all powers and duties under the Act to the Medical Officer of Health and Chief Executive Officer of the Middlesex-London Health Unit. I understand that as “Head” for the purposes of the Act, I remain accountable for actions taken and decisions made under the Act.

This Bylaw to be in force and effect from February 17, 2011, and to remain in force and effect until otherwise amended by enactment by the Board.

Executed in London, in the Province of Ontario, on this **17th day of FEBRUARY, 2011**.

Ms. Patricia L. Coderre
Chair