

MIDDLESEX-LONDON HEALTH UNIT

ADMINISTRATION MANUAL

SUBJECT:	ORIENTATION FOR BOARD OF HEALTH MEMBERS	POLICY NUMBER: 1-020
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IMPLEMENTAT REVISION DAT	TION DATE: E: July 8, 1992 July 20, 2000 June 17, 2004 February 17, 2011	APPROVED BY: Board of Health SIGNATURE:

PURPOSE

April 19, 2012

To ensure new members to the Board of Health are provided with a comprehensive orientation to the Board, the role of public health and the mandate of the Health Unit.

POLICY

The Medical Officer of Health (MOH) orients individual Board members to the policies, procedures, legislation and programs of the Board. The MOH reports on the state of the Health Unit with respect to programs and services, the staff complement and management. Upon appointment to the Board of Health, each new Board member will be provided with an orientation session and receive materials that provide an overview of the organization (Appendix A re Orientation Handbook Table of Contents).

Each member of the Board of Health will receive orientation from the Medical Officer of Health (MOH) and will participate in continuing education activities on an on-going basis, including information on the following topics:

- The structure, vision, mission goals and objectives of the public health unit;
- Overview of the strategic plan, the operational planning process, and performance monitoring;
- The state of the Health Unit with respect to programs and services, the staff complement and management;
- Community demographics overview, including organizational emergency preparedness planning;
- Provincial government structure and the funding streams of the three ministries;
- The duties and responsibilities of board members, including requirement to attend board meetings, advance review of meeting materials, understanding of board of health policies and procedures, and understanding of public health issues;
- Board members; fiduciary responsibilities in terms of trusteeship, due diligence, avoiding conflict of interest, maintaining confidentiality, strategic oversight, ethical and compliance oversight, stakeholder engagement, MOH compensation, risk management oversight and succession planning; and

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 Opportunities of board members to participate in conferences or seminars that are sponsored or hosted by other organizations.

Upon appointment to the Board of Health, each new Board member will be provided with an orientation session and receive materials that provide an overview of the organization.

PROCEDURE

- 1. Upon appointment, each new Board member will be contacted by the Office of the Medical Officer of Health to arrange for orientation to the Board of Health.
- 2. The MOH will arrange a follow-up session with each new Board Member six to eight months after the initial orientation.
- 3. The Secretary-Treasurer notifies each Board member of upcoming events which may be attended by Board members for the purposes of public health orientation, planning and policy discussion e.g., Association of Local Public Health Agencies (aIPHa) and the Ontario Public Health Association (OPHA).
- 4. The MOH will arrange a half to full day Board of Health retreat be held annually in March or April with the focus being on a Board indentified continuing education topic.
- 5. Throughout the calendar year, each Director may report to the Board of Health on programs and services.

BOARD OF HEALTH ORIENTATION HANDBOOK: TABLE OF CONTENTS

- 1. Structure and Responsibilities of the Board of Health
 - Board meeting dates
 - List of current Board members and contact information
 - Board of Health Remuneration and Expense Reimbursement Form
 - Board of Health Role Description
 - Policy 1-10 Structure and Responsibilities of the Board of Health
 - Appendix A Bylaws
 - Appendix B Provincial Appointee Reappointment Process
 - Appendix C Electronic Participation in Board Meetings
 - Board of Health Reporting and Policy Approvals
- 2. Organizational Background and Planning Documents
 - Strategic Plan
 - Planning Cycle
 - Organizational Charts
 - Brief Biography of the Executive Officer
 - Management Staff and Contact Information
 - Executive Summary of Emergency Response Plan
- 3. Community Demographics and Emergency Preparedness
 - Link to Community Health Status Report

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- Emergency Preparedness Plan
- 4. Budget Information
 - Budget Summary

5. Legal Documents

- Summary of Legislation
- The Health Protection and Promotion Act
- Ontario Public Health Standards
- The Immunization of School Pupils Act
- Smoke Free Ontario Act
- Safe Drinking Water Act
 - Chapter 32 Bill 195
 - Regulation 170/03 Drinking Water Systems
 - Regulation 169/03 Ontario Drinking Water Quality Standard
- 6. Recommended Reading
 - Initial Report on Public Health August 2009 Public Health Division, MOHLTC
 - The Development of Public Health in London and Middlesex County