

ADMINISTRATION MANUAL

SUBJECT: ORIENTATION FOR BOARD OF HEALTH
MEMBERS

POLICY NUMBER: 1-020

SECTION: Board of Health

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IMPLEMENTATION DATE:

REVISION DATE: July 8, 1992
July 20, 2000
June 17, 2004
February 17, 2011
April 19, 2012

APPROVED BY: Board of Health
SIGNATURE:

PURPOSE

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

MIDDLESEX-LONDON HEALTH UNIT

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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