



BOARD OF HEALTH – ROLE DESCRIPTION

Overall Mandate of the Board of Health

The Board of Health is responsible for public health program and service delivery, including understanding and meeting their communities' health needs and managing the delivery of services and programs. The *Health Protection and Promotion Act (HPPA)* outlines the mandated public health activities and authorizes the Board of Health to provide any other health program or service if the Board of Health is of the opinion that it is necessary or desirable.

The Board of Health is committed to good management practices and an effective organization. All programs delivered by the Board of Health aim to be based on sound evidence, epidemiological principles and a philosophy of achieving results efficiently and with accountability at all levels of the organization.

These primary duties of the Board of Health are carried out through planning and policy development, transparent fiscal management, labour relations and oversight of Health Unit operations. Day-to-day management is the responsibility of the Medical Officer of Health/Chief Executive Officer and senior staff.

Additionally, the Board of Health has two committees: the Finance and Facilities Committee (FFC) and the Governance Committee (GC). The FFC's role is to assist the Medical Officer of Health/Chief Executive Officer and senior staff in the administration and risk management of matters related to finances and the facilities of the organization. The GC's role is to assist and advise the Board of Health, Medical Officer of Health/Chief Executive Officer and senior staff in the administration and management of matters related to board membership and recruitment, board self-evaluation and governance.

Accountability

While the Board of Health is legally accountable to the Minister of Health and Long-Term Care and the people of Ontario through the Health Protection and Promotion Act, the Board also recognizes an implicit accountability to the communities of London and Middlesex.

Appointments

The Board of Health for the Middlesex-London Health Unit is comprised of five Provincial representatives appointed by the Lieutenant Governor in Council, three Middlesex County representatives appointed by the Warden of the County and three City of London representatives appointed by City Council.

Each year at its inaugural meeting, Members of the Board elect the Chair and Vice-Chair, and these positions rotate in a sequential fashion among the City, County and Provincial representatives.

Board Member Responsibilities and Expectations:

Each Board of Health Member has a responsibility to the Middlesex-London Health Unit. Consequently, members must have a strong commitment to the mandate of the Health Unit and be willing to develop an

understanding of the services and programs that the Health Unit provides and how the policy decisions of the Board of Health affect these. This requires familiarity with local resources and the changing health needs and trends of the community. Responsibilities of Members include:

- Acquiring a clear understanding of the fiscal operations and ensuring funds are adequate and responsibly spent;
- Engaging in generative thinking and planning;
- Working effectively within a group, including communicating effectively with other Board Members and staff during Board of Health and Committee meetings;
- Being supportive of the organization's mandate and management's ability to implement strategy;
- Continuing self-education, growth and understanding of public health principles; and
- Representing the Board at Health Unit, public or official functions.

To fulfill the aforementioned responsibilities, it is expected that Board of Health Members:

- Participate in orientation and annual retreats;
- Attend a minimum of 90% of regularly scheduled meetings and special sessions either in person, by telephone or other mediums available;
- Review agenda packages prior to meetings;
- Follow Board of Health bylaws, policies and procedures;
- Accurately represent decisions of the Board of Health;
- Disclose any potential conflicts of interest and remove themselves from any conversation where one may exist;
- Comply with the Board of Health Code of Conduct; and
- Meet expectations of the Ontario Public Health Organizational Standards, which establish management and governance requirements for all Boards of Health and public health units.

Remuneration & Expenses

In accordance with the HPPA, Board of Health Members are entitled to remuneration for their services at the per diem half day meeting rate of \$144.16 plus reasonable and actual expenses of the Board of Health.

Members who are City Councillors do not receive an additional stipend for meetings, as their participation is included in their salary from the City. An exception is for any City Councillor who takes on the role of Chair of the Board of Health, for which compensation is provided at the rates above.