

GOVERNANCE RESPONSIBILITIES SUB-COMMITTEE TERMS OF REFERENCE

PURPOSE

The Committee serves to review the policies regarding the roles and responsibilities of governance positions and make recommendations to the Board of Health for future revisions to said policies.

REPORTING RELATIONSHIP

The Governance Responsibilities Committee is a sub-committee, derived from the Governance Committee. The Governance Responsibilities Committee will make recommendations to the Board of Health through the Governance Committee.

MEMBERSHIP & SUPPORT

The membership of the Governance Committee will consist of not more than three (3) voting members. The members will be the Chair of the Governance Committee, the Chair of the Board of Health, and the Vice Chair of the Board of Health.

CHAIR

The Chair of the Governance Committee will serve as Chair of the Governance Responsibilities Committee until the committee ceases to exist.

DUTIES

The Committee will make recommendations to the Board of Health on the following matters:

1. Division of roles and responsibilities for governance positions.

FREQUENCY OF MEETINGS

The Committee will meet at the call of the Committee Chair.

AGENDA & MINUTES

1. The Committee Chair, with input from the committee members and assistance from the Executive Assistant to the Board of Health, will prepare agendas for called meetings of the Committee.
2. Additional agenda items may be added at the meeting if necessary.
3. The recorder is the Executive Assistant to the Board of Health with the exception of restricted sessions which will be recorded by the Chair.
4. Agenda and minutes will be made available to all Board of Health members at least five days prior to the meeting and to the public at least two days prior.

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BYLAWS:

As per Section 19.1 of Board of Health By-Law No. 3, the rules governing the proceedings of the Board of Health shall be observed in the Committees insofar as applicable. This will include rules related to conducting of meetings; decision making; quorum and self-evaluation.

Implementation Date: June 17, 2021

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