

TO: Chair and Members of the Board of Health

FROM: Graham L. Pollett, MD, FRCPC  
Medical Officer of Health

DATE: 2012 September 13

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## SECRETARY-TREASURER POSITION – IMPENDING VACANCY

### ***Recommendation***

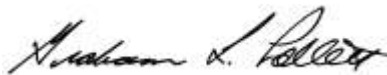
***It is recommended that Dr. Bryna Warshawsky be elected Secretary-Treasurer of the Board of Health effective October 1, 2012.***

The current Medical Officer of Health and Chief Executive Officer was elected Secretary-Treasurer of the Board of Health at the January 19, 2012 Board of Health meeting. With the incumbent's retirement effective September 28, 2012, it will be necessary for the Board of Health to elect a new Secretary-Treasurer to assume this role October 1, 2012.

Attached as Appendix A is [Policy No. 2-010](#) entitled Structure and Responsibilities of the Board of Health. Section 1 deals with the election of Officers. [Bylaw](#) No. 1 highlights the Treasurer component of the Secretary-Treasurer position whereas Bylaw No. 2, Section 7 summarizes the secretarial duties of the position.

As can be seen, many of these responsibilities require significant action on the part of the Secretary-Treasurer not only during Board of Health meetings, but between Board of Health meetings. This is the principle reason for the historical practice of naming a staff member (i.e. the Medical Officer of Health and CEO) as Secretary-Treasurer.

Unless the Board of Health wishes to deviate from past practice, it is recommended that Dr. Bryna Warshawsky be appointed Secretary-Treasurer for the remainder of the 2012 calendar year.



Graham L. Pollett, MD, FRCPC  
Medical Officer of Health