

**Board of Health Governance Duty of Care Report**

1. The Board of Health operates in a transparent and accountable manner, and provides accurate and complete information to the ministry.
2. The Board of Health ensures that members are aware of their roles and responsibilities and emerging issues by ensuring the development and implementation of a comprehensive orientation plan for new board members and a continuing education program for board members.
3. The Board of Health carries out its obligations without a conflict of interest and discloses at each meeting and to the ministry an actual, potential or perceived conflict of interest.
4. The Board of Health complies with the governance requirements of the Health Protection and Promotion Act (HPPA) and all applicable legislation and regulations.
5. The Board of Health complies with the governance requirements of the HPPA, and the ministry's policy framework on Medical Officer of Health appointments, reporting and compensation.
6. The Board of Health ensures that the administration establishes a human resource strategy with policies and procedures that are made available to staff, students and volunteers and are reviewed regularly and revised as needed.
7. The Board of Health develops and implements policies or by-laws regarding the functioning of the governing body including:
  - a. Use and establishment of sub-committees;
  - b. Rules of order and frequency of meetings;
  - c. Preparation of meeting agenda, materials, minutes and other recordkeeping;
  - d. Selection of officers, and selection of board members based on skills, knowledge, competencies and representation of the community;
  - e. Remuneration and allowable expenses for board members;
  - f. Procurement of an auditor;
  - g. Conflict of interest and confidentiality;
  - h. Medical Officer of Health selection process, remuneration and performance review; and
  - i. Delegation of the Medical Officer of Health duties during unexpected leave of absence.
8. The Board of Health ensures that by-laws, policies and procedures are reviewed and revised as necessary, at least every two years.
9. The Board of Health provides governance direction to the MOH/CEO and ensures that the Board of Health remains informed about the activities of the organization including delivery of programs and services, organizational effectiveness, strategic planning, stakeholder relations, research and evaluation, compliance with applicable legislation and regulations, workforce issues, financial management and risk management.
10. The Board of Health has a self-evaluation process of its governance practices and outcomes that is completed every other year.
11. The Board of Health ensures the administration develops and implements a set of client service standards.

12. The Board of Health ensures the Medical Officer of Health, as the designated Health Information Custodian, maintains information systems and implements policies/procedures for privacy and security, data collection and records management.
13. The Board of Health is notified when union contracts are up for renewal, and when they are ready for board approval.
14. The Board of Health is informed of any litigation or serious complaints about Health Unit programs and services or personnel.

Respectfully submitted,

Anne Warren  
Chair, Board of Health

Doug Malanka  
Acting Chair, Governance and Quality Assurance  
Committee

Dated: October 25, 2018