



CORPORATE POLICY AND PROCEDURE

<i>Reviewed:</i>	
<i>Program</i>	May 2011
<i>MCC</i>	N/A
<i>SMT</i>	N/A

SECTION:	BOARD OF HEALTH	POLICY NO.:	BH-02-01
SUBJECT:	Orientation for the Board of Health		
APPROVED BY:	Board of Health	DATE:	September 20, 2011
SUPERSEDES:	New		

1. PURPOSE

- 1.1 The Board of Health is committed to ensure that the Thunder Bay District Health Unit is well governed and operating in the best interests of the community. It is the goal of the Board of Health to ensure that all members are provided with information about board policies, administrative regulations and other aspects of the operations of the Thunder Bay District Health Unit by investing in orientation of new and returning board members.
- 1.2 The purpose of this policy is to provide administrative guidelines to facilitate the orientation of all new and returning Board members as part of their role with the Board of Health for the Thunder Bay District Health Unit so that they can assume their responsibilities as quickly as possible, maximizing their potential contribution and to the capacity of the Board as a whole.

2. POLICY

- 2.1 All new members of the Board of Health of the Thunder Bay District Health Unit (TBDHU) will be provided with an orientation program, which addresses the mandate of the Health Unit and the role of the Board of Health.
- 2.2 Properly planned and executed, the orientation should serve to ensure that each new director comes to his/her initial meeting of the Board with an understanding of:
 - the history of public health;
 - the legislation governing public health, Health Units and Boards of Health, the relationship with the government and the responsible Minister(s) and by-laws;
 - the guidelines and policies established by the Board;
 - the roles and responsibilities of Board members;
 - the Board of Health liability;
 - the financial position of the organization;
 - the Thunder Bay District Health Unit's vision, mission and values and current strategic planning documents;
 - community demographics, including social and cultural diversity; and
 - the organization's operations and working environment including: the range of services provided, the principal assets, liabilities; contracts and major stakeholders; emergency preparedness planning; and the organizational structure and management team.

- 2.3 Board orientation should build a link for the new director with serving fellow directors and introduce him/her to the Senior Management Team.
- 2.4 Board orientation should be supported by written educational and reference material in the form of an Orientation Binder.

3. PROCEDURE

- 3.1 Following a Municipal Election, an Orientation Session for all new and returning Board members will be scheduled prior to the Annual meeting of the Board of Health, which is held in January of each year.

Orientation Session

- 3.2 The Chief Executive Officer (CEO) shall be responsible for developing an agenda to provide orientation to the Board of Health.
- 3.3 All new Board members will be invited to an Orientation Session. Any returning Board members are also welcome to attend.

Showcase

- 3.4 A Showcase will be held in the Auditorium of the Thunder Bay District Health Unit to introduce Board of Health Members to programming at the TBDHU.

Orientation Binder

- 3.5 The Board of Health Orientation Binder, which will be made available to a new Board of Health member, or returning Board member if desired, will include, but will not be limited to:
 - Names and contact information of current Board of Health Members
 - Current Organizational Chart
 - Floor Plans for 999 Balmoral Street
 - Most recent Annual Report
 - Board of Health By-law(s) and Policies
 - Thunder Bay District Health Unit Strategic Plan
 - Ontario Public Health Standards
 - Finance Policies and Financial Statements
 - Mandatory Core (cost-shared) Divisional Summary
 - alPHa Board of Health Orientation Manual
 - Public Health Primer for Municipal Candidates
 - Municipal Conflict of Interest Act
 - Profile of Public Health Associations
 - TBDHU Board of Health Website User Guide
 - Robert's Rules of Order (New Members Only)

This list may be supplemented with any papers/documents pertaining to major developments or issues of current interest to the Board.

Request for Information

- 3.6 At the beginning of any new term of the Board, following a Municipal Election, all members of the Board will be provided with copies of the following documents:
- Board of Health Confidentiality Agreement
 - Board of Health Personal Information Form
 - Statement of Board Member Remuneration and Expenses
 - Request for Social Insurance Number Memorandum
- 3.7 New Board members are required to complete all of the above correspondence and return it to the Executive Assistant for his/her records.
- 3.8 Returning Board Members are required to complete the Board of Health Confidentiality Agreement. Other forms must be completed if any information changes, i.e. Phone number, address, different municipal appointment, etc.

Provincial Appointees

- 3.9 From time to time, new Board members are appointed by the province of Ontario. These appointments do not necessarily coincide with municipal appointments. Any new provincial appointees will be provided with a copy of the Orientation Binder and orientation needs established with the new board member.

Ongoing Education

- 3.10 Beyond the initial orientation program, the Board of Health will provide ongoing professional development to ensure that its members maintain or improve their skills, and that they continue to deepen their understanding of the Health Unit's services, related community matters and governance.
- 3.11 Ongoing education may take place as part of a regular Board meeting, special Board meeting or retreat, or in a separate educational session. Additional opportunities may include attendance with external organizations at meetings, workshops and conferences.
- 3.12 Training resources are also available through The Association of Local Public Health Agencies (aLPHa), i.e. Orientation Sessions for Board Members at conferences, and through the province of Ontario's – Board of Health e-learning Module on-line training.

4. SCOPE

- 4.1 This policy applies to the Board of Health.

5. RESPONSIBILITY

- 5.1 The **Chief Executive Officer** is responsible for ensuring that all new Board of Health members are provided with orientation.

- 5.6 The **Executive Assistant** is responsible for working with the Chief Executive Officer to establish the agenda for the Orientation Session and Showcase and new provincial appointees to establish orientation needs.

6. DEFINITIONS

There are no definitions with this policy.

7. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- 7.1 BH-02-03 - Continuing Education for Board Members
- 7.2 BH-02-04 – Board Member Honourarium and Reimbursement
- 7.3 Board's Amalgamated By-law
- 7.4 Province of Ontario – Board of Health e-learning Module

8. ATTACHMENTS

There are no attachments with this policy.