



BOARD OF HEALTH PROCEDURE

APPROVALS	DATE APPROVED	INITIALS
BOH:	Res. No.: 11-2021	
SMT:		
MCC:		
IF APPLICABLE		
DIRECTOR:		
JOHSC:		
PPL:		

SECTION: BOARD OF HEALTH **PROCEDURE NO.:** BH-02-20

SUBJECT: Code of Conduct

APPROVED BY: Board of Health **PROCEDURE DATE:** January 2021

1. PURPOSE

- 1.1. The purpose of this procedure is to ensure that all Board of Health members are mindful of the expectations in the Code of Conduct and to provide direction for addressing any breach of the Code of Conduct.
- 1.2. This procedure supports Policy No. BH-02-20 Code of Conduct.

2. PROCEDURE

- 2.1. Board of Health members are provided with a copy of the Code of Conduct policy in their orientation package when they join the Board of Health.
- 2.2. Each Board of Health member annually reviews the Code of Conduct policy and signs the Code of Conduct Affirmation and Confidentiality Agreement forms.

The Secretary to the Board of Health maintains a file of the signed forms.

- 2.3. Board members are expected to conduct themselves in compliance with the Code of Conduct policy and to act in the best interests of the Thunder Bay District Health Unit.
- 2.4. Board members are expected to support each other and the Medical Officer of Health and Chief Executive Officer and to hold each other accountable to the standards in the Code of Conduct policy.
- 2.5. When a Board member has a performance, conduct, or behaviour concern about a fellow member or the Medical Officer of Health and Chief Executive Officer, that concern shall be brought forward to the Board Chair, or as appropriate, the Vice Chair.

Board members are encouraged to first speak directly and respectfully to their fellow members regarding the concern, if they are able and comfortable to do so.

- 2.6. If a matter between Board members or between the Medical Officer of Health and Chief Executive Officer and Board members is not resolvable through informal communication, mediation is available through the Board Chair or if appropriate, the Vice Chair.

- 2.7 When informal and mediated attempts to resolve an issue related to the performance, conduct or behaviour of a Board member have not been successful, and when the member is deemed to be in breach of the Code of Conduct, the Medical Officer of Health and Chief Executive Officer shall be directed by Board Resolution to seek dismissal of the Board member based on regulations relevant to their appointment.

3. SCOPE

- 3.1. This procedure applies to all members of the Board of Health for the Thunder Bay District Health Unit.

4. RESPONSIBILITY

- 4.1. **Board of Health members** are responsible to be familiar with and to follow the Code of Conduct and its related policies.
- 4.2. **The Board of Health Chair**, in consultation with the Medical Officer of Health and Chief Executive Officer or designate, is responsible for counselling Board of Health members promptly when their conduct or behaviour is inconsistent with the intent of this Code of Conduct and its related policies.
- 4.3. **The Secretary to the Board of Health** is responsible for providing the Code of Conduct Affirmation and Confidentiality Agreement forms to all members at the Annual Meeting held in January each year and for maintaining the file of signed forms.

5. DEFINITIONS

There are no definitions with this procedure.

6. REFERENCES

- 6.1 Policy Number BH-02-20 Code of Conduct

7. APPENDICES/LINKS AND ATTACHMENTS

- 7.1 Code of Conduct Affirmation
7.2 Confidentiality Agreement