



BOARD OF HEALTH PROCEDURE

APPROVALS	DATE APPROVED	INITIALS
BOH:	Res. No.: 08-2024	
SLT:		
MCC:		
IF APPLICABLE		
DIRECTOR:		
JOHSC:		
PPL:		

SECTION: BOARD OF HEALTH**PROCEDURE NO.:** BH-02-01**SUBJECT:** Orientation**APPROVED BY:** Board of Health**PROCEDURE
DATE:** January 2024

1. PURPOSE

- 1.1. The purpose of this procedure is to provide guidelines for the orientation of all new and returning Board of Health members to facilitate understanding of their role and responsibilities with the Board of Health for the Thunder Bay District Health Unit (TBDHU).
- 1.2. This procedure supports Policy No. BH-02-01 Orientation.

2. PROCEDURE

- 2.1. The Board of Health expects its members to review all orientation materials provided, to participate in scheduled sessions for orientation or training, and to actively seek to increase their own level of understanding and knowledge as it pertains to their role as a Board member.
- 2.2. An orientation session for all new and returning Board members will be scheduled for the beginning of a term of the Board. Orientation sessions will also be provided to new members who are appointed during the term of a Board. Orientation materials will be distributed to all Board members when they are available or when they get updated.
- 2.3. The Medical Officer of Health and Chief Executive Officer, or designate, will develop the agenda for the orientation session. Orientation will ensure that each member is provided information on the following, in an appropriate format:
 - The legislation governing public health, Health Units, and Boards of Health;
 - The Ontario Public Health Standards: Requirements for Programs, Services and Accountability, including the Ministry's Accountability Framework;
 - The government structure and relationship as it pertains to the Board, and the involvement, jurisdiction and funding streams of involved ministries;
 - The relationship with member municipalities and their financial obligations;
 - The current financial and risk position of the organization;
 - The community demographics, including social and cultural diversity, and current challenges/priorities;
 - The vision, mission and goals of TBDHU;

- The organization's operations, including range of services provided, community partners and stakeholders, and emergency preparedness planning;
- An introduction to programs and services provided at TBDHU;
- The organizational structure and management team;
- The roles and responsibilities of Board members;
- The processes for Board of Health meetings, including orientation to any programs or software used for virtual meetings;
- Any and all other matters pertaining to the role not included herein.

2.4. Additional Board of Health orientation materials will be made available to all members in a suitable and convenient format. These materials will include, but are not limited to:

- Names and contact information of current Board of Health Members
- Current Organizational Chart
- Most recent Annual Report
- Board of Health Procedural By-law, policies and procedures
- Thunder Bay District Health Unit Strategic Plan
- Finance Policies and Financial Statements
- aPHa Board of Health Orientation Manual
- aPHa Governance Toolkit
- Municipal Conflict of Interest Act
- Robert's Rules of Order

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

3. SCOPE

- 3.1. This procedure applies to all members of the Board of Health for the Thunder Bay District Health Unit (municipal, provincial or citizen appointed).

4. RESPONSIBILITY

- 4.1. The following parties have responsibilities in this procedure:

- MOH/CEO
- Board members

The responsibilities for the above parties are noted within the procedure.

5. DEFINITIONS

There are no definitions with this procedure.

6. REFERENCES

6.1 Board of Health Procedural By-Law

7. APPENDICES/LINKS AND ATTACHMENTS

7.1 [Policy Number BH-02-01 Orientation](#)