



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-02-03**SUBJECT:** Continuing Education**APPROVED BY:** Board of Health**PROCEDURE
DATE:** January 2024

1. PURPOSE

- 1.1. The purpose of this procedure is to provide guidance for the continuing education of Board of Health members to ensure that all members maintain and improve their knowledge of public health and understanding of good governance.
- 1.2. This procedure supports Policy No. BH-02-03 Continuing Education.

2. PROCEDURE

- 2.1. The Board of Health, in conjunction with Administration, will provide ongoing education and professional development to ensure that its members maintain and improve their skills and continue to increase their understanding of public health, of related community matters, and of governance.
- 2.2. Board members will be provided opportunities to participate in educational opportunities offered through the Association of Local Public Health Agencies (alPHA) or other providers of public health, governance or any other applicable training.
 - 2.2.1. The Secretary to the Board will provide notification to the Board of Health regarding upcoming conferences, workshops, webinars, etc. which may be relevant for professional development as these arise throughout the year. Notification may be via email or written memorandum to the Board of Health, as appropriate.
 - 2.2.2. Administration may also bring forward other opportunities, as appropriate, to the Board or to the Chair for consideration,
- 2.3. Events, such as alPHA conferences and workshops, will be brought to a Board meeting for discussion and approval of attendees. The Board may approve more than four attendees. Subsequent to the Board meeting, the Board Chair may approve additional attendance to fill any vacant spots or in line with direction provided by the Board at the meeting.

2.4. The Secretary to the Board of Health will assist in making arrangements as follows:

2.4.1. The Secretary to the Board will coordinate registration for conferences and workshops, in order that payment is made directly from TBDHU.

2.4.2. The Secretary to the Board will coordinate hotel reservations and confirmations in order that guarantees can be made with a TBDHU corporate credit card.

If a Board member is unable to attend after registering for a conference, notification should be provided to the Secretary to the Board at the earliest convenience, so cancellations can be made to avoid incurring charges - or so another Board member may attend in their place.

2.4.3. Air travel can be coordinated through the Secretary to the Board, or booked directly with the TBDHU's travel agent, in accordance with Board of Health Procedure Number BH-02-04 Remuneration and Expense.

2.4.4. Unless otherwise arranged, Board of Health members will pay for their hotel accommodation at the time of their stay and submit receipts for reimbursement to the Secretary of the board.

2.5. Board members are entitled to reimbursement of eligible expenses when attending a conference, workshop, convention or other event on behalf of the Board, in accordance with Board of Health Procedure BH-02-04 Remuneration and Expense.

2.6. Board members are expected to report on the workshop/conference at the next regularly scheduled Board of Health meeting.

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 of Health Chair
- Board members
- Secretary to the Board of Health

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

5. DEFINITIONS

There are no definitions with this procedure.

6. REFERENCES

- 6.1 Policy Number BH-02-04 Remuneration and Expense Reimbursement
- 6.2 Procedure Number BH-02-04 Remuneration and Expense Reimbursement

7. APPENDICES/LINKS AND ATTACHMENTS

- 7.1 [Policy Number BH-02-03 Continuing Education](#)