

**Chatham-Kent Board of Health  
Terms of Reference  
May 2023**

**Mandate**

The Ontario Public Health Standards, 2021 (OPHS) identify at the policy level, the mandate of Public Health Programs and Services as:

- To improve and protect the health and well-being of the population of Ontario and reduce health inequities

Expected Population Health Outcomes are identified as:

- Improved health and quality of life
- Reduced morbidity and premature mortality
- Reduced health inequity among population groups

Locally, in addition to its provincial mandate, the Chatham-Kent Board of Health provides support, advice and recommendations to the Chatham-Kent Public Health Unit (CKPHU) leadership team to ensure the organization's vision, mission and values are adhered to.

**Vision:** Everyone in Chatham-Kent has the opportunity to reach their full potential for health and well-being.

**Mission:** Working together to deliver evidence-informed, equity-focused programs and services. We protect and promote health and advocate for positive social change.

**Values:** Dedication, Knowledge, Trust and Respect, Leadership, Innovation and Flexibility

**Goals of Public Health (OPHS) and the Chatham-Kent Board of Health:**

- To increase the use of public health knowledge and expertise in the planning and delivery of programs and services within an integrated health system
- To reduce health inequities with equity focused public health practice
- To increase the use of current and emerging evidence to support effective public health practice
- To improve behaviours, communities and policies that promote health and well-being
- To improve growth and development for infants, children and adolescents
- To reduce disease and death related to infectious, communicable and chronic diseases of public health importance
- To reduce disease and death related to vaccine preventable diseases
- To reduce disease and death related to food, water and other environmental hazards
- To reduce the impact of emergencies on health

## **Membership**

The Health Protection and Promotion Act stipulates the composition of Boards of Health. All Ontario Boards of Health are to have a minimum of three members to a maximum of thirteen members appointed locally. These members can be a combination of Municipal Councillors and community members who go through the municipal application process. For Chatham-Kent, the province also has the ability to appoint up to five additional members.

During the May 16, 2018 board meeting the Chatham-Kent Board of Health approved administration's recommendation to dedicate one Board of Health seat for representation by an Indigenous member of the Chatham-Kent Indigenous Community.

Membership includes:

- 4 Municipal Councillors
- 3 Community Representatives (1 Representing Indigenous Peoples)
- 1 Provincially appointed member

Municipal Councillor and Community Members' terms are four years. Municipal Councillor appointments occur following each municipal election. Community member appointments occur half way through each Municipal Council term. This ensures continuity of the Board.

## **Chair and Vice-Chair**

All current members of the Board of Health are eligible to sit as chair or vice-chair of the board. The selection of both positions shall be received by nomination and confirmed by vote. Both positions have a term of two - four years with re-election coinciding with the municipal election. If either position is filled by a community member and the community member is re-appointed for a subsequent term, the board reserves the right to allow for a subsequent two year term to coincide once again with the election of chair and vice chair following each municipal election.

## **Responsibilities**

It is the responsibility of the Board of Health to implement and administer the mandatory programs according to the Ontario Public Health Standards (2018). To carry out this responsibility, the Board of Health will:

- Ensure sufficient qualified staff
- Establish policies regarding programs
- Recommend approval of budgets
- Control expenditures
- Ensure sound administrative practices
- Provide and manage adequate offices and equipment
- Ensure auditing of CKPHU financial statements
- Ensure adequate property, liability, and malpractice insurance
- Ensure legal counsel is provided as required
- Ensure remuneration is established for all employees

## **Recommendations and Decision Making**

While it is desirable that all recommendations and subsequent decisions of the board are made by consensus, voting on recommendations will occur following the recommendation(s) being moved and seconded. After discussion, and required questions answered by administration, a vote will be taken by show of hands and will pass with a majority vote.

## **Meetings**

Meetings will be held monthly on the first Thursday of the month, except in July and August. Closed session, if required, will precede the meeting. Meetings will begin at 11:00 am (closed session, if required at 10:30) and will adjourn no later than 5:00 pm. Special meetings of the Board may, at any time, be summoned by order of the Chair or by the request of the majority of the Board. Board members will be reimbursed reasonable travel charges associated with board meetings in accordance with municipal policy.

## **Quorum**

Quorum for meetings will be attendance by a simple majority of board members.

## **Staff Support**

The Executive Assistant to the General Manager, Community Human Services will provide administrative support to the Board of Health. The CEO, CKPHU, Director of Public Health, Medical Officer of Health, and Program Managers will attend Board of Health meetings to provide support and guidance as requested.

## **Reports to Council**

Following approval of the minutes of the Board of Health by the Board, the Executive Assistant to the General Manager, Community Human Services will forward a copy of the minutes to the Council Coordinator for inclusion as part of the Council consent agenda.

## **Amending the Terms of Reference**

The Terms of Reference will be reviewed and amended prior to each Municipal election in preparation for changes to all municipal Committees of Council.