

**Board of Health Manual
Public Health Sudbury & Districts
Information Sheet**

Category

Board of Health Structure & Function

Section

Board of Health

Subject

Board of Health Roles and Responsibilities

Number

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Approved By

Board of Health

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Information

Summary

The Board of Health is convened in accordance with the Health Protection and Promotion Act, RSO 1990, and Regulations thereunder. The Board of Health is composed of members appointed to the Board under the Health Protection and Promotion Act, RSO 1990 and Regulations. Municipal members are appointed by Municipal Councils as outlined in Regulation 559.

The Board of Health is the legal authority for the Public Health Sudbury and Districts. The Board of Health is accountable to the community for ensuring that health needs are addressed by appropriate programs and that the organization is effectively governed.

Role

The Board of Health shall superintend, provide or ensure the provision of health programs and services as per Part II (Health Programs and Services), Part III

(Community Health Protection) and Part IV (Communicable Disease) of the Health Protection and Promotion Act, RSO 1990, and per the 2018 Ontario Public Health Standards: Requirements for Programs, Services, and Accountability. The Board of Health may also provide any other health programs and services that it feels are necessary or desirable and that are approved by the municipalities in the area.

The Board of Health operates through a formal structure that supports governance through a set of expectations regarding membership, size, terms of office, reporting relationships, and other structural features defined in the Health Protection and Promotion Act, RSO 1990, and regulations. Subject to the requirements of the Health Protection and Promotion Act, RSO 1990, the Board approves the overall structure of the organization.

Responsibilities

The Board of Health is responsible for ensuring the assessment, planning, delivery, management, and evaluation of public health programs and services.

Foundational and Program Standards outlined in the 2018 Ontario Public Health Standards articulate goals, outcomes, and requirements that all boards shall provide to promote and protect the health of the population, and reduce health inequities. Protocols and guidelines provide additional direction on how to operationalize each requirement.

Members of the Board of Health ensure procedures are in place to uphold the implementation of the Foundational and Program Standards outlined in the 2018 Ontario Public Health Standards. They remain informed about the delivery of OPHS programs and services as well as research and evaluations.

Accountability

Boards of health must be accountable for the work they do, how they do it, and the results achieved. Organizational requirements specify those areas that require reporting or monitoring and are used to demonstrate accountability to the Ministry of Health and Long-Term Care. The Board of Health must thus demonstrate accountability as it relates to four domains:

- delivery of programs and services;
- fiduciary requirements;
- good governance and management practices; and
- public health practice.

The Board of Health ensures implementation of organizational requirements to show compliance across the four domains as well as requirements that are common to all domains:

- The Board of Health ensures the delivery of programs and services and is accountable for achieving program outcomes in accordance with ministry expectations. For example, the Board of Health shall ensure the development

and implementation of a strategic plan that establishes strategic priorities over 3 to 5 years (through the setting of local vision, priorities, and strategies directions).

- Board of health members are responsible for ensuring the efficient use of public resources and ensuring that funding is used in accordance with accepted accounting principles, legislative requirements, and government policy expectations. For example, the board of health shall ensure that expenditure forecasts are as accurate as possible.
- The Board of Health executes good governance practices to ensure effective functioning of the board and management of the public health unit. For example, the Board of Health shall develop and implement policies or by-laws regarding functioning of the governing body (sub-committees, frequency of meetings, etc.) and shall provide direction to the administration and remain informed about the activities of the organization such as stakeholder and partnership building, workforce issues, financial management, and risk management.
- Board of health members ensure a high standard and quality of practice in the functioning of the organization including delivery of public health programs and services. For example, the Board of Health shall employ qualified public health professionals, support a culture of excellence in professional practices, and ensure a culture of quality and continuous organizational self-improvement.

Members of the Board of Health shall also demonstrate accountability through the submission of planning and reporting document to the Ministry of Health and Long-Term Care including Annual Service Plan and Budget Submission, performance reports, and an annual report. The Board of Health will also ensure accountability to stakeholders, including the community, by ensuring the development of, and annual reporting for, an organizational accountability monitoring plan.

Transparency and Reporting

A commitment to transparency is key to demonstrate responsible use of public funds and to disclose information that allows the public to make informed decisions about their health. The Board of Health shall ensure public access to key organizational documents, demonstrate contribution towards program and populations health outcomes, and report on performance to demonstrate the impact of public health on creating healthier communities for all.