

**Simcoe Muskoka District Health Unit
Board of Health Bylaw**

Bylaw	To Provide for Banking and Finance for the Board of Health	Bylaw No.	2005-02
Revision History	2005-04-01: Adapted From SCDHU Bylaw 99-5 Amended March 2013		

- 1) Pursuant to Section 56 (1) (b) of the Health Protection and Promotion Act, the Board of Health shall pass a bylaw respecting banking and finance.
- 2) In this bylaw;
 - a) "Act" means the Health Protection and Promotion Act;
 - b) "Board" means the Board of Health for the Simcoe Muskoka District Health Unit;
 - c) "Chairperson" means the Chairperson of the Board elected under the Act;
 - d) "Vice Chairperson" means the Vice Chairperson of the Board elected under the Act
- 3) The Board through the Medical Officer of Health and Chief Executive Officer will enter into an agreement with a recognized chartered bank or trust company which will provide the following services:
 - a) current account(s) for the Board;
 - b) provision of cancelled cheques on a monthly basis, together with a statement showing all debits and credits;
 - c) payments of interest at a rate to be negotiated between the Board and the bank or trust company for all surplus funds temporarily held in such account;
 - d) provision of advice and other banking services as required by the Board.
- 4) Cheque signing authorities shall be any two of the following:
 - a) Chairperson,
 - b) Vice-Chairperson,
 - c) Medical Officer of Health and Chief Executive Officer
 - d) Director of Program Foundations and Finance.
- 5) The Board authorizes the use of a facsimile signature plate (having the facsimile signatures of any two signing authorities authorized under 4) will be used to sign all cheques. This signature plate will be under the sole direction of the Director of Program Foundations and Finance or designate. Original personal signatures of authorities approved under 4) of this bylaw will be used only when the facsimile signature plate is not available.
- 6) The Director of Program Foundations and Finance, under the direction of the Medical Officer of Health and Chief Executive Officer, is hereby authorized on behalf of the Board to:
 - a) deposit or negotiate or transfer to the bank or trust company (but only for the credit of the Board) all or any cheques, promissory notes, bills of exchange or orders for payment or monies;
 - b) receive all paid cheques and vouchers and to arrange, settle, balance and certify all books and accounts between the Board and the bank or trust company;
 - c) sign the bank's or trust company's form of settlement of balances and releases;
 - d) receive all monies and to give acquittance for the same;

- e) invest excess or surplus funds in interest-bearing accounts or short-term deposits;
 - f) maintain a formal list of titles and signatures of those individuals who have signing authority.
- 7) The Director of Program Foundations and Finance, under the direction of the Medical Officer of Health and Chief Executive Officer shall:
- a) prepare and control the annual budget under the jurisdiction of the Board for submission to the Board;
 - b) prepare financial and operating statements for the Board in accordance with established Ministry policies indicating the financial position of the Board with respect to the current operations;
 - c) act as custodian of the books of account and accounting records of the Board required to be kept by the laws of the province;
 - d) in conjunction with the Auditor, arrange for an annual audit of all accounting books and records;
 - e) report to the Board on all financial and banking matters initiated by the Executive Officer;
 - f) reconcile all balances with all constituent municipalities and appropriate Ministries upon receipt of final year end settlements; and,
 - g) perform other duties as the Board may direct.

Bylaw 2005-02 read a first, second and third time and finally passed this 20th day of March 2013.

Chairperson, Board of Health
Simcoe Muskoka District Health Unit

Medical Officer of Health and Chief Executive Officer
Simcoe Muskoka District Health Unit