

Board Orientation and Continuing Education Policy

Policy Number	<i>BOH113</i>	Approved Date	<i>February 20, 2019</i>
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REVISION HISTORY

Reviewed		Amended:	March 20, 2024
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Purpose

The board of directors of the Corporation (the “**Board**”) is committed to ensuring that each new Board member is provided with a comprehensive program of orientation related to the Corporation’s role and the Board’s governance approach and processes and has access to continuing education to enhance his/her effectiveness as a director of the Corporation (a “**Director**”).

Scope

This policy applies to each Director of the Board.

Regulation

a) Board Orientation

New Director orientation will take place as soon as possible after the appointment of a Director. An orientation session will include:

- an introduction to the Corporation, including a meeting with the Medical Officer of Health of the Corporation, chair of the Board, and other members of the senior management team;
- an overview of Director roles and responsibilities, management roles and responsibilities, and Board/staff relationships; and
- assignment of mentor.

In addition, each new Director will be provided with a link for the Board of Health website page on the Health Unit’s public website which shall include, among other items:

- the Corporation’s mandate;
- the Corporation’s by-laws;
- a list of current Directors and their coordinates;
- Duties, obligations and expectations of individual Directors – Director position description

- Board policies including:
 - Board code of conduct;
 - Conflict of interest;
 - Confidentiality;
 - Expense reimbursement;
 - Strategic planning and evaluation;
 - Such other policies required under statute or regulation or as determined by the Board to be relevant

- Relevant legislation including:
 - Health Protection and Promotion Act;
 - Excellent Care for All Act;
 - Municipal Act;
 - Patients First Act, 2016; and
 - Ontario Public Health Standards: Requirements for Programs, Services and Accountability.

New Directors will be appointed a mentor from among the longstanding Directors in order to inform, advise and assist them in their orientation to the Board. The Chair will assist in this appointment process.

b) Annual Attestation

Each Director must sign an annual attestation in the form set out in Schedule A, or any other form as approved by the Board.

c) Continuing Education

The Board shall commit financial resources to ensure that its Directors are offered continuing education opportunities and are reimbursed for expenses related to such opportunities. Each Director is expected to participate in continuing education opportunities.

Amendment

This policy shall be reviewed and approved by the Board every two years, and may be amended from time to time as the Board deems necessary

SCHEDULE A- Form of Annual Director Declaration and Consent

To: **Simcoe Muskoka District Health Unit** (the
"Corporation") And To: The Directors thereof

Consent

I consent to act as a Director of the Corporation.

I consent to the participation by any Director or member of a committee at a meeting of the board or a committee of the board by such telephone, electronic or other communication facilities as are permitted under applicable legislation.

Compliance with Policies and Codes

I confirm that I have read and am familiar with the following governance policies and codes of conduct which have been approved by the board (collectively the "**Policies and Codes**"):

- Board Code of Conduct
- Board Policy on Confidentiality
- Conflict of Interest Policy
- Position Description for Directors
- Director Meeting Attendance Policy
- Agenda Setting Policy
- Officer Selection and Board Spokesperson Policy
- Strategic Planning and Director Performance Policy
- Director Remuneration and Expenses Policy
- Board Orientation and Continuing Education Policy
- Stakeholder Relations and Partnership Building Policy
- Policy Regarding Delegation of Duties of the Medical Officer of Health
- Privacy and Security, Data Collection and Records Management Policy

I agree to comply with the Policies and Codes, operational and statutory policies of the Corporation, the by-laws of the Corporation and such other policies of the Corporation that are applicable to the board.

Conflicts

In accordance with the conflict of interest policy and the by-laws of the Corporation, I make the following declaration:

I have an interest, directly or indirectly, in the following entities or persons which includes entities in which I am a Director or officer:

- 1. [Insert name.]
- 2. [Insert name.]
- 3. [Insert name.]

This declaration is a general notice of interest pursuant to the by-laws and applicable legislation and accordingly, I should be regarded as interested in any contract made or transaction with any of the above entities or persons.

I acknowledge that this declaration is in addition to my obligations to comply with the conflict of interest policy and the by-laws in respect of any specific conflict that may arise.

I declare the above information to be true and accurate as of the date

hereof. Dated this _____ day of _____, 20 .

SIGNED, SEALED AND DELIVERED

In the presence of:

Signature

Signature of Witness