

Policy Regarding Delegation of Duties of the Medical Officer of Health

Policy Number	BOH117	Approved Date	February 20, 2019
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REVISION HISTORY

Reviewed	November 30, 2023	Amended:	
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Purpose

This policy is established in accordance with the *Ontario Public Health Standards: Requirements for Programs, Services and Accountability* to provide adequate coverage and delegation of duty where the Medical Officer of Health of the Corporation (“**MOH**”) is temporarily absent for one or more days.

Regulation

a) Appointment of Medical Officer of Health and Associate Medical Officers of Health

In accordance with the *Health Promotion and Protection Act* (the “**HPPA**”), the Board shall appoint a full-time MOH. In addition, the Board shall, at its discretion, appoint Associate Medical Officer(s) of Health (each an “**Associate MOH**”).

Each Associate MOH, under the direction of the MOH, shall assist in the performance of the duties of the MOH in his/ her capacity as MOH, as set out under the HPPA. For greater certainty, the duties of the MOH in his/ her capacity as Chief Executive Officer of the Corporation (the “**CEO**”) shall be delegated in accordance with section (d).

b) Delegation of MOH Duty During Absences

Where the office of MOH is vacant or the MOH is absent or unable to act for any reason, the Associate MOH shall act as and have all the powers of the MOH. Where there are two or more Associate MOHs, the MOH shall determine how his/ her duties shall be delegated between the Associate MOHs. Where the MOH is unable or unwilling to make such delegations, the Board, by resolution, shall set out the delegation of duties.

Where the office of MOH is vacant or the MOH is absent or unable to act for any reason and there is no Associate MOH or the Associate MOH(s) is/are also absent or unable to act, the Board shall appoint a physician as acting Medical Officer of Health (the “**Acting MOH**”). An Acting MOH shall perform the duties and has authority to exercise the powers of the MOH.

The MOH and Associate MOH of the following neighbouring health units shall be eligible to serve as Acting MOH in the short term absence of the MOH and Associate MOH(s), subject to the approval of the Board:

- i. Grey-Bruce Health Unit;

- ii. Durham Regional Health Department;
- iii. Haliburton, Kawartha, Pine Ridge District Health Unit;
- iv. North Bay Parry Sound District Health Unit;
- v. Peel Regional Health Department;
- vi. Wellington-Dufferin-Guelph Health Unit;
- vii. York Regional Health Department; or
- viii. A licensed and practicing physician.

The MOH and/or the CEO Delegate (as defined below) shall establish an Acting MOH coverage schedule for any absence of the MOH and Associate MOH(s).

c) Written Delegation of MOH Duty

Where the MOH delegates his/ her duties to an Associate MOH or Acting MOH for a period of up to five days, such delegation shall be provided in writing to the chair of the Board. Where the period of coverage is longer than five days, the MOH shall notify the Board in writing. Where the position of MOH has been vacated, the Board shall delegate MOH duties by Board resolution to an Associate MOH or Acting MOH.

d) Delegation of CEO Duty During Absence

Where the MOH is absent or unable to act for any reason for a period of time up to five days, the MOH shall delegate his/ her CEO duties to a member of Senior Management (the “**CEO Delegate**”) at his/ her discretion and such delegation shall be provided in writing to the chair of the Board. Where the period of coverage is longer than five days, the MOH shall notify the Board in writing. The CEO Delegate shall act as the CEO and shall have all the administrative powers of the CEO. Where the position of MOH has been vacated, the Board shall delegate CEO duties by Board resolution.

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.