



BOARD OF HEALTH

SECTION:	Policy Management	APPROVED BY:	Board of Health
NUMBER:	BOH-PM-010	REVISED:	June 2024
DATE:	May 1, 2018		

Policy and Bylaws Adherence and Development

POLICY:

Southwestern Public Health’s Board of Health members are responsible for adhering to all Board of Health policies and procedures and the Bylaws of SWPH.

Board of Health and non-union policies and procedures shall be reviewed every two years by the CEO or their designate to ensure applicability, and the potential need for any amendments and/or additions. The biennial review does not negate the possibility of an amendment to an existing and/or creation of an additional policy prior to the scheduled review.

SWPH’s Bylaws are reviewed every five years by the CEO or their designate to ensure applicability and the potential need for any amendments and/or additions.

PROCEDURE:

1. The Executive Assistant will track when policies are required to be reviewed and prepare policies for first review.
2. The CEO will undertake a review of each policy according to the review schedule.
3. The CEO will bring forward to the Governance Committee any amendments and/or additions to Board of Health policies/bylaws.

COMPLIANCE:

Non-compliance with this policy and any associated procedures may result in appropriate disciplinary measures.

QUALITY ASSURANCE:

Amendments and or additions to Southwestern Public Health's Board of Health policies or bylaws prior to the biennial review is at the discretion of the Chief Executive Officer and will be brought to the attention of the Board of Health Governance Standing Committee.

LIST OF REVISIONS:

May 29, 2024:

- Additional note that the EA will prepare the relevant policies for first review; additional note that the CEO will bring forward non-union policies to the Board where appropriate.
- Addition of Compliance, Quality Assurance, and List of Revisions

REVISION DATES:

September 2022

June 2024