

**Board of Health Manual**  
**Public Health Sudbury & Districts**  
**By-Law**

**Category**

Board of Health By-Laws

**Section**

By-laws

**Subject**

By-law 01-93

**Number**

G-I-40

**Approved By**

Board of Health

**Original Date**

April 22, 1993

**Revised Date**

September 19, 2024

**Review Date**

September 19, 2024

The Board of Health for the Sudbury and District Health Unit enacts as follows:

1. In this by-law
  - a) “Act” means the *Health Protection and Promotion Act*. S.O. Ontario, Chapter 10 as amended;
  - b) “Board” means the Board of Health for the Sudbury and District Health Unit
2. All matters related to the financial affairs of the Board shall be the responsibility of the Medical Officer of Health/Chief Executive Officer, with delegation as deemed appropriate.
3. The Board will maintain a formal list of names, titles and signatures of those individuals who have signing authority.

4. Signing authorities shall be restricted to
  - the Chair of the Board of Health
  - the Medical Officer of Health/Chief Executive Officer
  - the Director, Corporate Services
5. Two signatures from the above list shall be required on each cheque.
6. The Director, Corporate Services is hereby authorized on behalf of the Board to
  - 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 exchanges or orders for payment of monies;
  - 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;
  - sign the bank's or trust company's form of settlement of balances and releases;
  - receive all monies and to give acquittance for the same; and
  - invest excess or surplus funds in interest-bearing accounts or short-term deposits.
  
  - sign all required documents for, and cause to be filed with the appropriate governmental authority, (i) the renewal of the PUBLIC HEALTH SUDBURY & DISTRICTS master business license and (ii) the notice of change when new directors and/or officers are appointed.
7. The Director, Corporate Services, under the direction of the Medical Officer of Health/Chief Executive Officer shall
  - prepare and control the annual budget under the jurisdiction of the Board for submission to the Board;
  - 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;
  - act as custodian of the books of account and accounting records of the Board required to be kept by the laws of the province;
  - in conjunction with the Auditor, arrange for an annual audit of all accounting books and records;
  - report to the Board on all financial and banking matters initiated by the Executive Officer;
  - shall reconcile all balances with all constituent municipalities and appropriate ministries upon receipt of final year end settlements; and
  - perform other duties as the Board may direct.

Reviewed and passed by the Board of Health, Sudbury & District Health Unit this 22<sup>nd</sup> day of April 1993.  
Reviewed and passed by the Board of Health, Sudbury & District Health Unit this 28<sup>th</sup> day of April 1994.  
Reviewed and passed by the Board of Health, Sudbury & District Health Unit this 27<sup>th</sup> day of April 1995.  
Reviewed and passed by the Board of Health, Sudbury & District Health Unit this 28<sup>th</sup> day of May 1998.  
Reviewed and passed by the Board of Health, Sudbury & District Health Unit this 22<sup>nd</sup> day of April 1999.

Reviewed and passed by the Board of Health, Sudbury & District Health Unit this 25<sup>th</sup> day of May 2000.  
Reviewed and passed by the Board of Health, Sudbury & District Health Unit this 22<sup>nd</sup> day of February 2001.  
Revised and passed by the Board of Health, Sudbury & District Health Unit this 17<sup>th</sup> day of October 2002.  
Revised and passed by the Board of Health, Sudbury & District Health Unit this 17<sup>th</sup> day of June 2004.  
Revised and passed by the Board of Health, Sudbury & District Health Unit this 21<sup>st</sup> day of June 2018.