

**THE CORPORATION OF THE TOWNSHIP OF PICKLE LAKE**

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**BY-LAW NO. 2012-11**

**BEING A BY-LAW TO ESTABLISH A HEALTH CARE  
COMMITTEE FOR THE CORPORATION OF THE TOWNSHIP  
OF PICKLE LAKE**

**WHEREAS** the Municipal Act 2001, as amended, section 130 provides that a municipality may regulate matters not specifically provided for by this Act for purposes related to the health, safety and well-being of the inhabitants of the municipality;

**AND WHEREAS** Council approves payment for remuneration and expenses incurred by the Committee Directors;

**AND WHEREAS** the Council of the Corporation of the Township of Pickle Lake deems it expedient and essential that a Health Care Committee be established for the Corporation of the Township of Pickle Lake.

**NOW THEREFORE** the Council of the Corporation of the Township of Pickle Lake *ENACTS AS FOLLOWS:*

**1. Interpretation**

In this By-Law:

- a) “Chairperson” shall mean the Chairperson of the Pickle Lake Health Care Committee;
- b) “Convener” shall mean the Chairperson of any sub-committee of the Pickle Lake Health Care Committee, and shall be a member of the Health Care Committee;
- c) “Council” shall mean the Council of the Corporation of the Township of Pickle Lake;
- d) “Secretary” shall mean the Secretary of the Pickle Lake Health Care Committee;
- e) A quorum shall consist of an absolute majority of the voting membership;
- f) “Director” shall mean a voting member of the Health Care Committee;
- g) “Ex-Officio Member” shall mean a non-voting member of the Health Care Committee;
- h) “Member” shall mean a member of the Health Care Committee; Director, Ex-Officio, and appointed sub-committee members.

**2) Function**

The function of the Health Care Committee will be as outlined in Appendix “A” of this By-Law.

**3) Membership**

The Health Care Committee shall consist of the following members:

- a) Six citizens of the Township of Pickle Lake, preferably from the following sectors: Medical, social, or the community at large, who will be the Directors.
- b) If a vacancy exists for two regular meetings from the representation specified in (a) above, the Council may appoint a Council member to act as a voting director until such vacancy is filled.

- c) A maximum of two Councilors will be appointed by Council to sit as voting members of the Committee. And, by virtue of his/her office, the Mayor shall have the exclusive right to sit as an Ex-Officio member.
- d) One nurse and one doctor will be appointed by Council to sit as voting members of the Committee.

**4) Terms of Membership**

- a) Appointments to the Health Care Committee shall be made by Council.
- b) All members will be appointed for a two-year period.
- c) After an initial term, should any Director wish to let his/her name stand for a further term, then a written notice must be given to the Secretary, two months prior to the anniversary date.
- d) Notification of intent by any Director to leave the Health Care Committee must be in writing to the Secretary, two months prior to the anniversary date.

**5) Voting At All Meetings**

Questions arising at any meeting of the Health Care Committee shall be decided by a majority of votes to the Directors. All votes at any such meeting shall be taken by recorded vote, if so requested by any member present, but if no demand is made, the vote shall be taken by a show of hands. Questions arising at any sub-committee meeting of the Health Care Committee.

**6) Officers of the Health Care Committee**

- a) The officers of the Health Care Committee shall consist of a Chairperson, a Vice-Chairperson, and a Secretary.
- b) A Chairperson and a Vice-Chairperson will be elected by the Directors of the Health Care Committee at the first Health Care Committee meeting of January. The Chairperson and the Vice-Chairperson shall be members of the Health Care Committee.
- c) The Secretary shall attend all meetings of the Health Care Committee.
- d) In the unforeseen absence of the Secretary for sickness or other justifiable reason, the Committee may appoint an Acting Secretary to take minutes.

**7) Attendance and Confidentiality**

- a) It is incumbent that each member is to attend all regularly scheduled meetings unless the member's absence is for a reason justifiable to the Health Care Committee, otherwise after three consecutive meetings missed without just cause, the position will be declared vacant.
- b) Because of unjustified absences, the Health Care Committee may recommend to Council, upon one week's notice, a member's seat vacant.
- c) When a vacancy occurs among the membership, an advertisement asking for parties interested to forward a written letter of intent will be distributed. Once replies are received, they are to be forwarded to the Health Care Committee. Once the Health Care Committee has nominated someone, a resolution is to be passed by Council, who will then appoint the person to the Health Care Committee.

**8) Conflict of Interest**

All members of the Health Care Committee are responsible for conducting their affairs on the Committee in accordance with the Municipal Conflict of Interest Act. The following points are merely a convenient summary of the implications of this Act, but do not supersede the actual requirements of the Act:

- a) Should the situation arise that a member could receive financial or other personal gain from the results of a specific vote, the member must declare conflict of interest, and abstain from voting.
- b) Similarly, should the situation arise that a members feels that he may want to have a business interest in a particular project under the development of the Health Care Committee or sub-committees, then the member must in advance remove himself from knowledge and discussion of the project so as to ensure that he/she does not have the competitive advantage over any other interested parties.

**9) Procedures**

- a) Minutes shall be kept of all meetings of the Health Care Committee, and of all sub-committees.
- b) The order of business at any regular Health Care Committee meeting shall be as follows:
  - i) Delegations
  - ii) Declarations of Interest
  - iii) Minutes of the last Health Care Committee meeting
  - iv) Secretary's Report
  - v) Reports from sub-committee Conveners
  - vi) Unfinished Business
  - vii) New Business
- c) The Health Care Committee must report to the Council sitting as the Committee of the whole at least four (4) times per year. This may be done in written form.
- d) Any expenses incurred by any member, or by any member on behalf of the Health Care Committee may be paid by Council, subject to prior approval of the Health Care Committee and Council.
- e) The Health Care Committee shall submit a budget for the consideration of the Council annually. Council may, at any time, provide additional funds for any tasks, projects, or programs which it directs the Health Care Committee to undertake.

**10) Regular Meetings of the Health Care Committee**

- a) Regular meetings of the Health Care Committee shall be held on the first Thursday of every second month.
- b) There shall be at least six (6) regular meetings per annum.
- c) The Health Care Committee may at any time call a public meeting and the Secretary shall so advertise the meeting.

**11) Special Meetings of the Health Care Committee**

- a) The Chairperson may call special meetings of the Health Care Committee.
- b) If three (3) of the members so request in writing, stating their purpose, the Secretary shall call a meeting of the Health Care Committee by telephone, and notice shall be given at least 48 hours in advance of the meeting.

**12) Sub-Committees of the Health Care Committee**

- a) The Health Care Committee at any meeting may appoint any special committee in order to carry out its mandate or requests from Council, and may name Health Care Committee members to the sub-committee.
- b) At the time creating the sub-committee, a convener and a secretary will be appointed. The appointed secretary will keep minutes of the sub-committee meetings. The convener will preside over all sub-committee meetings and will report back to the Health Care Committee.

- c) Subject to the approval of the Health Care Committee, any sub-committee may add to its membership, members other than the Directors and Ex-Officio members of the Health Care Committee.
- d) For any sub-committee appointed under sub-paragraph (a) above, the Health Care Committee shall prescribe the terms of reference.

**13) Duties of Officers**

- a) **Chairperson:** The Chairperson of the Health Care Committee shall:
    - i) Preside at all meetings of the Health Care Committee;
    - ii) Receive reports at each meeting of the Health Care Committee concerning the tasks of the Health Care Committee;
    - iii) Represent the Health Care Committee at public or official functions;
    - iv) Coordinate all news releases for the Health Care Committee;
    - v) Report to the Council as required;
    - vi) Delegate duties to the Vice-Chairperson;
    - vii) Perform such other duties as may from time to time be determined by the Health Care Committee
  - b) **Vice-Chairperson:** The Vice-Chairperson of the Health Care Committee shall have all the powers and perform all the duties of the Chairperson in the absence, disability or at the request of the Chairperson, together with such other duties, if any, as assigned by the Health Care Committee from time to time.
  - c) **Secretary:** The Secretary of the Health Care Committee shall:
    - i) Keep a record of the minutes of all meetings;
    - ii) Keep a roll of the names and addresses of all members;
    - iii) Be the custodian of all minute books, documents, books;
    - iv) Review accounting records on behalf of the Health Care Committee;
    - v) Perform such other duties as may be assigned by the Committee;
    - vi) Provide copies of all out-going correspondence to the Clerk-Treasurer.
- 14) That all members receive an honorarium in accordance to current rates for the committee members.
- 15) This By-Law shall come into force and take effect on the date of final passing thereof.
- 16) That By-Law 2002-09 and 2003-05 be hereby rescinded.

READ A FIRST AND SECOND TIME THIS

\_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk-Treasurer

**APPENDIX “A” TO BY-LAW**

**MANDATE OF THE TOWNSHIP OF PICKLE LAKE HEALTH CARE COMMITTEE**

- 1) To advise and assist Council in developing the health care of the residents of the Township of Pickle Lake.
- 2) To promote medical professional recruitment and retention for the Township of Pickle Lake.
- 3) To create and implement ways of expressing appreciation to past, present and future medical professionals for the Township of Pickle Lake.
- 4) To carry on a program of information dissemination to generate total community support for community health.
- 5) To undertake any studies, tasks, or projects deemed necessary by the Committee as requested by Council to accomplish these goals.