
Assessment of the Board of Health for the District of Algoma Health Unit

Terms of Reference

Objectives

1. To assess the quality of the management or administration of the affairs of the Board of Health for the District of Algoma Health Unit (the “Board”) under s. 82(3)(c) of the *Health Protection and Promotion Act* (“HPPA”);
2. To ascertain whether the Board is complying in all other respects with the HPPA and the regulations under s. 82(3)(b) of the HPPA; and,
3. To make a written assessment report for the Minister of Health and Long-Term Care that makes recommendations about any issues relating to the assessment’s purposes in objectives 1 and 2 above, including but not limited to the Board’s:
 - a. governance and administration,
 - b. contracts for senior management positions, including contracts for the Chief Financial Officer position or other related positions,
 - c. the relationship (if any) between Algoma Medicinal Alliance Limited or any related companies and the Board and its medical officer of health,
 - d. public health leadership and program management,
 - e. human resource management, and
 - f. quality assurance and risk management.

Responsibilities of Assessor

1. Carry out the assessment of the Board in accordance with the rights, duties and powers of an assessor under s. 82 of the HPPA.
2. Review relevant materials and examine any records or documents of the Board, including but not limited to, financial and bookkeeping records and minutes and by-laws of the Board that is relevant to the assessment.

3. Interview the members of Board, selected staff, current and former Medical Officers of Health for the Board (including those who have served in acting capacities), municipal officials and other key stakeholders.
4. In the event that the Assessor needs to consult with external parties, whether for expert advice, or other purposes, the Assessor must seek prior written approval of the Ministry.
5. Prepare a written report with key findings and recommendations for areas of improvement, including action steps to be considered by the Board, the Ministry of Health and Long-Term Care, and other applicable stakeholders.
6. Determine whether, in your opinion as an assessor under s. 82 of the HPPA, the Board has,
 - a. failed to ensure the adequacy of the quality of the administration or management of its affairs; and/or,
 - b. failed to comply in any other respect with the HPPA and its regulations.
7. In the event that the Assessor makes findings or recommendations or uncovers information which indicate any possible criminal wrongdoing on the part of any person or persons, the Assessor shall report the findings, recommendations or information to the Ontario Provincial Police (OPP) as appropriate.

Accountability

Reports to the Honourable Dr. Eric Hoskins, Minister of Health and Long-Term Care.

Timelines and Deliverables

The Assessment must be completed within 45 days of the date of the Assessor being appointed. At the end of the 45 day period, the final report must be provided to the Minister of Health and Long-Term Care