

APH Ontario Building Code (OBC) 2015 Annual Report

Algoma Public Health (APH) is Regulated under the Ontario Building Code Act section 1.7.1.1 General. Algoma Public Health is named the principal authority and is one of the northern Health Units responsible for the enforcement of the provisions of the Act and its Code related to sewage systems. The Code and Act can be found at: <https://www.ontario.ca/laws/regulation/120332> . A provision under the Code is that each principal authority is required to present an annual report; this report will meet this requirement when posted on the Algoma Public Health website and released in the APH Board of Health Report.

APH inspects and approves all sewage systems in the district of Algoma that have calculated daily sewage flows under 10, 000l/day (residential applications). The program is self-funded from the issuance of Building permits and other user paid fees. The following tables highlight the financial statement/revenue for 2014 and 2015 and the current user fees.

Total Revenue for 2014 and 2015:

Revenue: Substantial completion, performance level reviews, Permits , consents, severances and file searches	Sault Ste. Marie	Blind River	Elliot Lake	Wawa	TOTAL
2014 Land Control Total	\$119,850	\$25,771	\$3,700	\$1,650	\$150,971
2015 Land Control Totals	\$146, 070	\$13,975	\$2,970	\$6,100	\$169, 115

Schedule "A" To By-Law 06-01 As amended on February 18, 2015	
Class 1 - Privy (outhouse, composting toilet, etc.)	No fee
Class 2 – Grey water system (leaching pit)	\$250.00
Class 3 - Cesspool System	\$250.00
Class 4 - Leaching bed system (septic tank and leaching bed)	\$750.00
Class 4 - Tank replacement	\$300.00
Class 4 - Leaching bed replacement / alteration	\$500.00
Class 5 - Holding tank system	\$500.00
Sewage system demolition / decommissioning	\$100.00
Transfer of Permit	\$50.00
Revision of Permit (no inspection required)	\$100.00
Revision of Permit (inspection required)	\$250.00

Staffing for 2015

OBC certified Public Health Inspectors (PHIs) in the program work throughout the district of Algoma. We have a PHI in Elliot Lake working for the east district and a PHI in the Sault Ste. Marie office that also covers the Algoma North (Wawa) area. Additional PHIs are used for back up in the program and during the busy season. Most of the applications are within the Sault Ste. Marie area as indicated above in the revenue. In addition each district office has clerical support; both the District Manager and Environmental Health Manager also spend some time in this program.

Program Expenses

Algoma Public Health purchased a new truck for use in the land control program; the remote construction sites, distance on rural roads and the equipment that must be carried for this program provide the need to have a dedicated vehicle. The total cost for the truck was \$33,704.87

New in 2015 was the initiating of annual fees to support the designation of the Public Health Inspectors (PHIs) in the program. APH and other designated authorities are now required to pay over \$100 per registered PHI to maintain their registration annually. All PHIs with the designation are required to register to ensure we have coverage across the district for this program. See table below:

Number of Certified Building Inspectors at Algoma Public Health	Cost
8	\$107
Total	\$ 856

Highlights:

- 1) In addition to enforcing the OBC for Part VIII APH is also working to comply with local by-laws and regional set back requirements. More municipalities in the Algoma district are implementing additional set back requirements around waterways and lakes. We are attempting to comply with known by-laws and mapping them across the district, however it is the municipality's responsibility to enforce their own by-law.
- 2) In 2015 we met with local representatives from companies that own townships and have tenant occupants. In consultation with the owners of townships and due to the difficulty managing the township applications in unincorporated areas we made changes to our internal forms requiring both the owner and tenant to sign before we will process.
- 3) To be certified to work under the OBC PHIs must pass two exams, one is the technical exam and the second is legal components and this requires attending a training session followed by the exam. For efficiency of time and cost APH arranged training and certification of our uncertified PHIs that was completed locally May, 2016. Our agency is committed to ongoing and continued training.

Respectfully Submitted by:

Sherri Cleaves
Chief Building Officer, Part VIII OBC
Algoma Public Health
BCIN#15265

Algoma Public Health - GENERAL ADMINISTRATIVE – Policies and Procedures Manual

APPROVED BY:	Board of Health	BY-LAW #:	95-1
DATE:	O: December 13, 1995 Revised: September 28 , 2016	SECTION:	Board
PAGE:	1 of 9	SUBJECT:	To Regulate the Proceedings of the Board of Health

The Board enacts as follows:

Interpretation

1. In this By-law:

- a) “Act” means the Health Protection and Promotion Act. R.S.O. 1990, Chapter H.7 as amended;
- b) “Board” means THE BOARD OF HEALTH FOR THE DISTRICT OF ALGOMA HEALTH UNIT, as prescribed;
- c) “Chair” means the person presiding at the meeting of the Board;
- d) “Chair of the Board” means the Chair elected under Section 57 of the Act which reads:
 - i) A Board of Health shall hold its first meeting of each year not later than the 1st day of February
 - ii) At the first meeting of the Board of Health in each year, the members of the Board shall elect one of the members to be Chairman and one to be Vice-chairman of the Board for the year;
- e) “Committee” means a committee of the Board, but does not include the Committee of the Whole;
- f) “Committee of the Whole” means all the members present at a meeting of the Board sitting in Committee;
- g) “Meeting” means a meeting of the Board;
- h) “Member” means a member of the Board;
- i) “Quorum” means a majority of the current members of the Board (MOHLTC interpretation) and that there must be at least five current members of the Board
- j) “Secretary” means the Secretary of the Board of Health;
- k) Words that indicate singular masculine gender only shall include plural and/or feminine gender.

General

2. The Board shall hold the first meeting of each year not later than the first day of February. At the first meeting of the Board in each year, members of the Board shall elect one member to be Chair, one member to be First Vice- chair and one member to be Second Vice-chair of the Board for the year. The First Vice-chair shall chair the Finance and Audit Committee and the Second Vice-chair shall chair the Governance Committee. .
3. The Board shall consist of the members as prescribed under the Act;
 - a) Where a vacancy occurs in the Board by death, disqualification, resignation or removal of a member, the person or body that appointed the member shall appoint a person forthwith to fill the vacancy for the remainder of the term of the member.
4. In all the proceedings at or taken by this Board, the following rules and regulations shall be observed and shall be the rules and regulations for the order and dispatch of business at the Board, and in the Committee (s) thereof.
5. Except as herein provided, *Robert's Rules of Order* shall be followed for governing the proceedings of the Board and the conduct of its members.
6. A person who is not a member of the Board shall not be permitted to address the Board except upon invitation of the Chair subject to written request to the Secretary at least two weeks prior to the scheduled meeting.
7. In unusual circumstances persons who have not requested in writing to address the Board may address the Board provided two-thirds of the Board's members are in agreement.

Meetings

8. Regular Meetings:
 - a) The regular meetings shall be held at a date and time as stated in the Board's Activity Plan determined by the Board annually at its June meeting.;
 - b) The Board may, by resolution, alter the time, day or place of any meeting;
 - c) It is expected that commitments to regularly scheduled Board meetings be honoured by the Board members;
 - d) Three consecutive absences from regular Board meetings by a member of the Board will be reviewed by the Chair of the Board with the member in question; following which, notification may be forwarded to the appropriate municipality, council or the province.
9. Special Meetings:
 - a) A special meeting of the Board shall not be called for a time which conflicts with a regular meeting previously called of (participating) council(s) or municipality(s).
 - b) A special meeting may be called by the Chair of the Board of Health.

- c) The Secretary shall call a special meeting upon receipt of a petition signed by the majority of Board members, for the purpose and at the time mentioned in the petition.

10. Notice of Meetings:

- a) The Secretary shall give notice of each regular and special meeting of the Board and of each committee to the members thereof and to the heads of departments concerned with such meeting.
- b) The notice shall be accompanied by the agenda and any other matter, so far as is known, to be brought before such meeting.
- c) The notice for a regular meeting shall be delivered or sent by electronic means or courier to the residence or place of business of each member so as to be received not later than three working days prior to the day of the meeting.
- d) The notice for a special meeting may be sent by telephone or by electronic means with the Secretary confirming receipt.
- e) No errors or omissions in giving such notice for the meeting shall invalidate it or any action taken.
- f) The notice calling a special meeting of the Board shall state the business to be considered at the special meeting and no business other than that stated in the notice shall be considered at such meeting except with the unanimous consent of the members present and voting.

11. Preparation of the Agenda:

- a) The Secretary shall have prepared for the use of members at the regular meetings, the Agenda as follows:
 - i. Call to Order
 - ii. Declaration of Conflict of Interest
 - iii. Adoption of Agenda
 - iv. Adoption of Minutes of Previous Meeting
 - v. Business Arising from Minutes
 - vi. Delegations/Presentations
 - vii. Reports of Committees
 - viii. Reports of Officers/Program Managers
 - ix. Correspondence/Items for Information
 - x. Addendum
 - xi. Announcements
 - xii. New Business/General Business
 - xiii. In-Committee Session
 - xiv. Return to Open Meeting
 - xv. Adjournment

- b) For special meetings, the Agenda shall be prepared when and as the Chair of the Board may direct or, in default of such direction, as provided in the last preceding section so far as is applicable.
- c) The business for each meeting shall be taken up in the order in which it stands upon the Agenda, unless otherwise decided by the Board.

12. Commencement of Meetings:

- a) As soon as there is a quorum after the hour fixed for the meeting, the Chair of the Board or First Vice-chair of the Board, if the Chair is not present or the Second Vice-chair if the First Vice-chair is not present shall take the chair and call the members to order.
- b) If the Chair or Vice-chairs are not present, or their duly appointed representative, but a quorum is otherwise achieved, the Secretary shall call the members to order and a presiding officer shall be appointed by the Secretary to preside during the meeting or until the arrival of the person who ought to preside.
- c) If there is no quorum within 15 minutes after the time appointed for the meeting, the Secretary shall call the roll and take down the names of the members then present. If an absence of an expected Quorum occurs due to a health emergency or to weather conditions and business must be expedited, the Board shall have the privilege of designating items of business as essential to be expedited at that meeting. Under these conditions the Board shall have the privilege of conducting the necessary items of business but such items shall be confirmed at the next meeting of the Board

Rules of Debate and Conduct of Members of the Board

- 13. The Chair shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on point of order and deciding all questions relating to the orderly procedure of the meetings, subject to an appeal by any member to the Board from any ruling of the Chair.
- 14. Each deputation will be allowed a maximum of one speaker for a maximum of 10 minutes, but a member of the Board may introduce a deputation in addition to the speaker or speakers. Normally, a deputation will not be heard on an item unless there is a report from staff on the item or upon agreement of two-thirds of the Board present.
 - a) The Board shall render its decision in each case within five (5) working days after deputations have been heard.
- 15. If the Chair desires to leave the chair for the purpose of taking part in the debate or otherwise, the Chair shall vacate the chair to one of the Vice-chairs during the debate prior to the beginning of the debate, to fill his place until he resumes the chair.
- 16. Every member, prior to speaking to any question or motion, shall be acknowledged by the Chair.

17. When two or more members ask to speak, the Chair shall name the member who, in his opinion, first asked to speak. The Chair shall develop a speakers list when more than one member wishes to address each item.
18. A member may speak more than once on a question, but after speaking shall be placed at the foot of the list of members wishing to speak.
19. A motion for introducing new matter shall not be presented without notice unless the Board, without debate, dispenses with such notice by a majority vote and no report requiring action of the Board shall be introduced to the Board unless a copy has been placed in the hands of the members at least one day prior to the meeting, except by a majority vote, taken without debate.
20. Every motion presented to the Board shall be written.
21. Every motion shall be deemed to be in possession of the Board for debate after it is presented by the Chair, but may, with permission of the Board, be withdrawn at any time before amendment or decision.
22. When a matter is under debate, no motion shall be received other than a motion:
 - a) to adopt,
 - b) to amend,
 - c) to defer action,
 - d) to refer,
 - e) to receive,
 - f) to adjourn the meeting, or
 - g) that the vote be now taken.
23.
 - a) A motion to refer or defer shall take precedence over any other amendment or motion except a motion to adjourn.
 - b) A motion to refer shall require direction as to the body to which it is being referred and is not debatable.
 - c) A motion to defer must include a reason and a time period for the deferral and is not debatable.
24. When a motion that the vote be now taken is presented, it shall be put to a vote without debate, and, if carried by a majority vote of the members present, the motion and any amendments thereto under discussion shall be submitted to a vote forthwith without further debate.
25. Any member, including the Chair, may propose or second a motion and all members including the Chair shall vote on all motions except when disqualified by reasons of interest or otherwise; a tie vote shall be considered lost. When the Chair proposes a motion, he shall vacate the chair to one of the Vice-chairs during debate on the motion and reassume the chair following the vote.

Duties of the Secretary for the Board

26. It shall be the duty of the Secretary:

- a) to attend or cause an assistant to attend all meetings of the Board;
- b) to keep or cause to be kept full and accurate minutes of the meetings of all the Board meetings, text of By-laws and Resolutions passed by it; and
- c) to forward a copy of all resolutions, enactments and orders of the Board to those concerned in order to give effect to the same.
- d) to give all notices required to be given to the members.

Appointment and Organization of Committees

27. At the first meeting in any year, the Board shall appoint the members required by the Board to standing committees(s) (Finance and Audit Committee, Governance Committee). When a new member(s) join the Board after the first meeting of the year the Board shall appoint the new member(s) to one of the standing committees.

28. The Board may appoint committees from time to time to consider such matters as specified by the Board.

Conduct of Business in Committees

29. The rules governing the procedure of the Board shall be observed in the Committees insofar as applicable.

30. It shall be the duty of the Committee:

- a) to report to the Board on all matters referred to them and to recommend such action as they deem necessary;
- b) to report to the Board the number of meetings called during a year, at which a quorum was present, and the number of meetings attended by each member of the Committee; and
- c) to forward to the incoming Committee for the following year any matter undisposed of.

Procedures of the Board Covered by other By-laws

31. The procedures of the Board with respect to:

- a) incurring of liabilities and paying of accounts;
- b) authority for expenditures;
- c) audits;
- d) budgets and settlements;

Shall be in accordance with the By-laws #95-2 and #95-3.

Corporate Seal

32. The corporate seal of the Board shall be in the form impressed hereon and shall be kept by the Chief Executive Officer/Chief Administrative Officer or the Chief Financial Officer.

Short Name

33. The Board will use the short name Algoma Public Health for signage, communications and promotional messaging and other matters as warranted.

Execution of Documents

34. The Board may at any time and from time to time, direct the manner in which and the person or persons who may sign on behalf of the Board and when required affix the corporate seal to any particular contract, arrangement, conveyance, mortgage, obligation, or other document or any class of contracts, arrangements, conveyances, mortgages, obligations or documents.

35. In general, unless changed by a resolution of the Board under clause 34 of this By-law, the following applies:

- a) Budgets and Settlement Forms will be signed by the combination of Board member(s) and staff of the agency as required by Ministry specifications;
- b) Leases for real estate, mortgages or other loan documents will be signed by the Chair of the Board and by the Medical Officer of Health or Chief Executive Officer/Chief Administrative Officer;
- c) Leases or purchase agreements for vehicles, as approved in budgets, will be signed by the Director/Chief Financial Officer and/or the Medical Officer of Health or Chief Executive Officer /Chief Administrative Officer (should two signatures be necessary);
- d) Purchase of service agreements with service providers for programs will be signed by the Medical Officer of Health or CEO/CAO and by the appropriate program Director.
- e) Purchase of service agreements with service providers for financial, building and corporate services will be signed by the Medical Officer of Health or Chief Executive Officer/ Chief Administrative Officer and by the appropriate administrative manager or Director/Chief Financial Officer.

Duties of Officers

36. The Chair of the Board shall:

- a) preside at all meetings of the Board;

- b) represent the Board at public or official functions or designate another Board member to do so;
- c) be ex-officio a member of all Committees to which he has not been named a member;
- d) complete an annual performance appraisal of the Medical Officer of Health/CEO/CAO using input from the Medical Officer of Health/CEO/CAO as well as the members of the Board, with the results of this appraisal being shared with the Board members in camera;
- e) perform such other duties as may from time to time be determined by the Board.

37. The First Vice-chair shall have all the powers and perform all the duties of the Chair of the Board in the absence or disability of the Chair of the Board, together with such powers and duties, if any, as may be from time to time assigned by the Board. The Second Vice-chair shall have all the powers and perform all the duties of the Chair of the Board in the absence or disability of both the Chair of the Board and the First Vice-chair, together with such powers and duties, if any, as may be from time to time assigned by the Board.

Amendments

38. Any provision contained herein may be repealed, amended or varied, and additions may be made to this By-law by a majority vote of members present at the meeting at which such motion is considered to give effect to any recommendation contained in a Report to the Board and such report has been transmitted to members of the Board prior to the meeting at which the report is to be considered. No motion for that purpose may be considered, unless notice thereof has been received by the Secretary two weeks before a Board meeting and such notice may not be waived and in any event no bill to amend this By-law shall be introduced at the same meeting as that at which such report or motion is considered.

Dismissal of Medical Officer(s) of Health/CEO/CAO

39. A decision by the Board of Health to dismiss a Medical Officer of Health/CEO/CAO from office is not effective unless:

- a) the decision is carried by the vote of two-thirds of the members of the Board; and
- b) in situations where the Medical Officer of Health is a separate position from the CEO/CAO position the Minister consents in writing to the dismissal of the MOH.

40. The Board of Health shall not vote on the dismissal of a Medical Officer of Health/CEO/CAO unless the Board has given to the Medical Officer of Health/CEO/CAO:

- a) reasonable written notice of the time, place and purpose of the meeting at which the dismissal is to be considered;

- b) a written statement of the reason for the proposal to dismiss the Medical Officer of Health/CEO/CAO; and
- c) an opportunity to attend and to make representation to the Board at the meeting.

Reporting of Medical Officer of Health to the Board of Health/CEO/CAO

1. The Medical Officer of Health/CEO/CAO of a board of health reports directly to the board of health on issues relating to public health concerns and to public health programs and services under this or any other Act. The Medical Officer of Health of a board of health is responsible to the board for the management of the public health programs and services under this or any other Act. (HPPA, s.67(1) and (3))
2. The Medical Officer of Health/CEO/CAO of a board of health is entitled to notice of and to attend each meeting of the Board and every committee of the Board, but the Board may require the Medical Officer of Health/CEO/CAO to withdraw from any part of a meeting at which the Board or a Committee of the Board intends to consider a matter related to the remuneration or the performance of the duties of the Medical Officer of Health/CEO/CAO. (HPPA, s70)

Enacted and passed by the Algoma Health Unit Board this 13th day of December, 1995.

Original signed by
I. Lawson, Chair
G. Caputo, Vice-chair

Revised and passed by the Algoma Health Unit Board this 18th day of November 1998

Revised and passed by the Algoma Public Health Board February 2011

Revised and passed by the Algoma Public Health Board on this 28th day of October 2015

Revised and passed by the Algoma Public Health Board on this 28th day of September 2016