

CORPORATE BY-LAW
OF
SOUTHLAKE REGIONAL HEALTH CENTRE
APPROVED – JUNE 19, 2024

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Southlake Regional Health Centre

Corporate By-law

A by-law relating generally to the conduct of the activities and affairs of the Corporation.

BE IT ENACTED as a by-law of the Corporation as follows:

Article 1

Interpretation

1.1 Definitions

In this By-law and in all other by-laws of the Corporation, unless the context otherwise requires:

- (a) “**Act**” means the *Not-for-Profit Corporations Act, 2010* (Ontario);
- (b) “**Articles**” means any instrument that incorporates the Corporation or modifies its incorporating instrument;
- (c) “**Board**” means the board of directors of the Corporation;
- (d) “**Board Policy Manual**” means the written policies and procedures adopted by the Board concerning Board governance of the Corporation, as amended from time to time;
- (e) “**Chair**” means the chair of the Board;
- (f) “**Chief Executive Officer**” means, in addition to “administrator” as defined in the *Public Hospitals Act*, the president and chief executive officer of the Corporation who, subject to the authority of the Board, is responsible for the administration, organization, and management of the affairs of the Corporation;
- (g) “**Chief Nursing Officer**” means the senior nurse employed by the Corporation, who reports directly to the Chief Executive Officer and is responsible for nursing services provided in the Hospital;
- (h) “**Chief of Staff**” means the medical staff member appointed by the Board to serve as such in accordance with the *Public Hospitals Act* and the Professional Staff By-law;
- (i) “**Corporation**” means Southlake Regional Health Centre;
- (j) “**day**”, unless otherwise specified as a business day, means a clear calendar day;

- (k) “**Director**” means an individual elected or appointed to the Board;
- (l) “*ex-officio*” means membership “by virtue of office”, and includes all rights, responsibilities, and power to vote unless otherwise specified;
- (m) “**Hospital**” means the public hospital operated by the Corporation;
- (n) “**Members**” means members of the Corporation described in Article 2;
- (o) “**Policy**” means any administrative, human resources, clinical, and professional policies of the Corporation and includes policies and procedures adopted by the Board from time to time including those policies adopted by the Board in accordance with section 14.2;
- (p) “**Professional Staff**” means the Board-appointed professional/credentialed staff of the Hospital;
- (q) “**Professional Staff By-law**” means the by-law of the Corporation concerning the Professional Staff made in accordance with the *Public Hospitals Act*;
- (r) “*Public Hospitals Act*” means the *Public Hospitals Act* (Ontario);
- (s) “**Secretary**” means the secretary of the Board;
- (t) “**Special Business**” means all business transacted at a special Members’ meeting and all business transacted at an annual Members’ meeting except for the following:
 - (i) consideration of the financial statements;
 - (ii) consideration of the audit report, if any;
 - (iii) election of directors; and
 - (iv) reappointment of the incumbent auditor;
- (u) “**telephonic or electronic means**” means any means that uses the telephone or any other electronic or other technological means to transmit information or data, including telephone calls, voice mail, fax, e-mail, automated touch-tone telephone system, computer, or computer networks; and
- (v) “**Vice Chair**” means one or more vice chair(s) of the Board.

1.2 Interpretation

In this By-law and in all other by-laws of the Corporation, unless the context otherwise requires and other than as specifically defined in this By-law, all terms contained in this By-law that are defined in the Act shall have the meanings given to the terms in the Act; words importing the singular shall include the plural and *vice versa*; and headings are used for convenience of reference and do not affect the interpretation of the by-law. Any reference to

a statute in this By-law includes, where the context requires, the statute and the regulations made under it, all as amended or replaced from time to time.

Article 2

Members

2.1 Members

- (a) The Members shall consist of the elected and *ex-officio* Directors from time to time, who shall be *ex-officio* Members for so long as they serve as Directors.
- (b) Membership is not transferrable and terminates upon the Member ceasing to be a Director.
- (c) No fees shall be payable by the Members.

Article 3

Members' Meetings

3.1 Location

Members' meetings shall be held at the registered office of the Corporation or at any place in Ontario as the Board may determine.

3.2 Annual Meeting

In accordance with the *Public Hospitals Act*, the annual meeting of Members shall be held between the 1st day of April and the 31st day of July of each year.

3.3 Calling Meetings

- (a) The Board or Chair shall have the power to call, at any time, a Members' meeting.
- (b) If the Board, Chair, or Members call a Members' meeting, the Board or Chair may determine that the meeting be held entirely by telephonic or electronic means or by any combination of in-person attendance and telephonic or electronic means that enables all persons entitled to attend the meeting to reasonably participate.

3.4 Quorum

A majority of the Members shall constitute a quorum at any Members' meeting. If a quorum is present at the opening of a Members' meeting, the Members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

3.5 Notice

- (a) Notice of Members' meetings shall be given by one of the following methods:
 - (i) by sending it to each Member, Director, and to the auditor by one of the methods set out in section 14.1 addressed to the person at their latest address as shown in the Corporation's records not less than ten days and not more than 50 days before the meeting; or
 - (ii) in any other manner permitted by the *Public Hospitals Act*.
- (b) Not less than five days before each annual meeting or before the signing of a resolution in lieu of the annual meeting, the Corporation shall give a copy of the Board-approved financial statements, auditor's report, and any further information respecting the financial position of the Corporation and the results of its operations required by the Articles or this By-law to all Members who have informed the Corporation that they wish to receive a copy of those documents.
- (c) Notice of a Members' meeting at which Special Business is to be transacted must state the nature of that business in sufficient detail to permit a Member to form a reasoned judgment on the business and state the text of any resolution to be submitted to the meeting.

3.6 Voting

- (a) Each Member in attendance at a Members' meeting shall be entitled to one vote on each matter.
- (b) At all Members' meetings, every question shall be determined by a majority of votes cast, unless otherwise specifically provided by the Act or this By-law.
- (c) If there is a tie vote at a Members' meeting, the chair of the meeting shall not have a second vote to break the tie.
- (d) Votes at all Members' meetings shall be cast by those Members in attendance at the meeting and not by proxy.
- (e) Subject to the Articles, voting at a Members' meeting shall be by show of hands unless a Member demands a ballot.
- (f) A Member may demand a ballot either before or after any vote. A Member may withdraw a demand for a ballot.
- (g) Unless a ballot is demanded, an entry in the minutes of a meeting to the effect that the chair of the meeting declared a resolution to be carried or defeated is, in the

absence of evidence to the contrary, proof of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.

3.7 Chair of the Meeting

The chair of a Members' meeting shall be:

- (a) the Chair; or
- (b) a Vice Chair, if the Chair is absent, unable, or unwilling to act; or
- (c) a chair elected by the Members present if the Chair and Vice Chair(s) are absent, unable, or unwilling to act. The Secretary shall preside at the election of the chair of the meeting but if the Secretary is not present, the Members, from those present, shall choose a Member to preside at the election.

3.8 Adjourned Meetings

- (a) If within one-half hour after the time appointed for a Members' meeting, the meeting has not commenced because a quorum is not present, the meeting shall stand adjourned until a day to be determined by the Board.
- (b) If a Members' meeting is adjourned for fewer than 30 days, no notice of the meeting that continues the adjourned meeting is required if all of the following are announced at the time of adjournment:
 - (i) the time of the continued meeting;
 - (ii) if applicable, the place of the continued meeting; and
 - (iii) if applicable, instructions for attending and participating in the continued meeting by telephonic or electronic means that will be made available for the meeting, including if applicable, instructions for voting by such means at the meeting.
- (c) If a Members' meeting is adjourned by one or more adjournments for an aggregate of 30 or more days, notice of the meeting that continues the adjourned meeting shall be given in accordance with section 3.5.

3.9 Written Resolution in Lieu of Meeting

Except as provided in the Act, a resolution signed by all of the Members is as valid as if it had been passed at a Members' meeting.

3.10 Telephonic or Electronic Members' Meetings

A Members' meeting may be held entirely by telephonic or electronic means or by any combination of in-person attendance and telephonic or electronic means provided such means enables all persons entitled to attend the Members' meeting to reasonably participate. A person who, through telephonic or electronic means, votes at or attends a Members' meeting is deemed to be present in person at the meeting

Article 4

Board

4.1 Composition of Board

The Board shall consist of:

- (a) fourteen Directors, who satisfy the criteria set out in section 4.3 and who are elected by the Members in accordance with sections 4.8 and 4.9 or appointed in accordance with section 4.11; and
- (b) the following five *ex-officio* non-voting Directors:
 - (i) Chief Executive Officer;
 - (ii) Chief of Staff;
 - (iii) President of the Medical Staff;
 - (iv) Vice-President of the Medical Staff; and
 - (v) Chief Nursing Officer; and
- (c) The following *ex-officio* voting Director:
 - (i) the chair of the board of directors of the Southlake Regional Health Centre Foundation.

4.2 Duties and Responsibilities

Subject to the Act, the Board shall govern and supervise the management of the activities and affairs of the Corporation and may exercise all other powers and do all other acts and things as the Corporation is, by its Articles or otherwise, authorized to exercise and do.

In doing so, the Board shall govern in accordance with the *Principles of Governance and Board Accountability* and shall assume responsibility for the matters described in the *Roles and Responsibilities of the Board of Directors*, as set out in the Board Policy Manual.

4.3 Individual Director Duties and Responsibilities

As a fiduciary of the Corporation, every Director shall:

- (a) act honestly and in good faith with a view to the best interests of the Corporation, having regard to all relevant considerations;
- (b) exercise the care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances;
- (c) assume responsibility for the matters described in the *Roles and Responsibilities of Individual Director*, as set out in the Board Policy Manual; and
- (d) sign a *Director's Declaration*, as set out in the Board Policy Manual, confirming the Director's commitment to adhere to the roles, responsibilities, and duties described in the Board Policy Manual.

4.4 Qualifications of Directors

- (a) No individual shall be qualified for election or appointment as a Director if the individual:
 - (i) is under 18 years old;
 - (ii) has been found under the *Substitute Decisions Act, 1992* or under the *Mental Health Act* to be incapable of managing property;
 - (iii) has been found to be incapable by any court in Canada or elsewhere;
 - (iv) has the status of a bankrupt;
 - (v) is an "ineligible individual" as defined in the *Income Tax Act* (Canada) or any regulations made under it;
 - (vi) subject to section 4.1(b), is a current employee or Professional Staff member;
 - (vii) has within the preceding five-year period been an employee of the Corporation or a Professional Staff member; or
 - (viii) is a spouse, parent, child, brother, or sister of any person who is a current indefinite full-time employee or Professional Staff member, or the spouse of any such parent, child, brother, or sister.
- (b) For the purposes of section 4.4(a)(viii), "spouse" includes a partner, and "partner" means one of two individuals who have lived together for at least one year and have a close personal relationship that is of primary importance in both individuals' lives.

- (c) The Board's decision as to whether or not a candidate is qualified to stand for election shall be final.

4.5 Director's Consent to Act

An individual who is elected or appointed to hold office as a Director shall, in writing, consent to the election or appointment before or within 10 days after the election or appointment, unless the Director has been elected or appointed where there is no break in the Director's terms of office. If an elected or appointed Director consents in writing after the 10-day period, the election or appointment is valid.

4.6 Ceasing to Hold Office

- (a) A Director shall automatically cease to hold office if the Director:
 - (i) dies;
 - (ii) resigns office by delivering a written resignation to the Secretary, and the resignation shall be effective at the time it is received by the Secretary or at the time specified in the resignation, whichever is later, or
 - (iii) becomes disqualified by virtue of any of sections 4.4(a)(ii) through 4.4(a)(viii).
- (b) Where there is a vacancy in the Board, the remaining Directors may exercise all the powers of the Board so long as a quorum remains in office.

4.7 Removal

In accordance with the Act, the Members may remove any elected Director before the expiry of the Director's term of office and may elect any qualified individual as a Director to fill the vacancy for the remainder of the vacated term.

4.8 Election and Term

Newly elected Directors referred to in section 4.1(a) shall be elected for a three-year term, provided that each such Director shall hold office until the earlier of the date on which their office is vacated pursuant to sections 4.6 or 4.7 or until the end of the meeting at which their successor is elected or appointed. At least four Directors shall retire from office each year subject to re-election as permitted by section 4.10.

4.9 Nomination Procedure for Election of Directors

Nominations made for the election of Directors at a Members' meeting may only be made:

- (a) by the Board in accordance with this By-law, and the *Guidelines for the Selection of Directors* and the *Process for Nomination of Directors* as set out in the Board Policy Manual; or
- (b) by not less than five per cent of the Members pursuant to a proposal submitted to the Corporation in accordance with the requirements of the Act and this By-law.

4.10 Maximum Terms

- (a) Each elected Director shall be eligible for re-election, provided that the Director shall not be elected or appointed for a term that will result in the Director serving more than nine years. In determining a Director's length of service as a Director, service before the coming into force of this By-law shall be included.
- (b) Where a Director is appointed to fill a vacancy on the Board, the partial term shall be excluded in the calculation of the maximum years of service.
- (c) Despite the foregoing, a Director may, by Board resolution have their maximum term as a Director extended in accordance with the Board Policy Manual.

4.11 Filling Vacancies

So long as there is a quorum of Directors in office, any vacancy occurring in the Board may be filled by a qualified individual appointed for the remainder of the term by the Directors then in office, but the total number of Directors so appointed may not exceed one-third of the number of Directors elected at the previous annual Members' meeting. If there is not a quorum of the Board, or if there has been a failure to elect the number or minimum number of Directors provided for in the Articles, the Directors then in office shall, without delay, call a special Members' meeting to fill the vacancy. A Director appointed or elected to fill a vacancy holds office for the unexpired term of the Director's predecessor term.

4.12 Directors' Remuneration

The Directors shall serve as such without remuneration and shall not, directly or indirectly, receive any profit from their position as such, provided that a Director may be reimbursed reasonable expenses incurred by the Director in the performance of their duties in accordance with the *Reimbursement of Board Director Expenses* policy, as set out in the Board Policy Manual.

Article 5

Board Meetings

5.1 Board Meetings

(a) The Board may appoint one or more days for regular Board meetings at a time and place named. A copy of any Board resolution fixing the time and place of regular Board meetings shall be given to each Director forthwith after being passed and, subject to the Act, no other notice shall be required for any regular meeting. Board meetings shall be conducted in accordance with the *Board Meetings Policy* as set out in the Board Policy Manual.

(b) In addition to section 5.1(a):

- (i) the Board, the Chair, or the Chief Executive Officer may call a Board meeting; and
- (ii) the Secretary shall call a Board meeting upon receipt of the written request of three Directors;

and such meeting shall be held at the time and place determined in the notice of meeting.

(c) Notice of a Board meeting need not specify the purpose of or the business to be transacted at the meeting, unless the meeting is intended to deal with any of the following matters, in which case the notice must specify that matter:

- (i) to submit to the Members any question or matter requiring their approval;
- (ii) to fill a vacancy among the Directors or in the position of auditor;
- (iii) to appoint additional Directors;
- (iv) to issue debt obligations, except as authorized by the Directors;
- (v) to approve any annual financial statements; or
- (vi) to adopt, amend, or repeal by-laws.

5.2 Telephonic or Electronic Meetings

A Board or Board committee meeting may be held entirely by telephonic or electronic means, or by any combination of in-person attendance and telephonic or electronic means, provided that all persons attending the meeting are able to communicate with each other simultaneously and instantaneously. A person who, through telephonic or electronic means,

attends a Board or Board committee meeting is deemed to be present in-person at the meeting.

5.3 Notices

Notice of Board meetings, other than regular meetings, shall be given to all Directors at least 48 hours prior to the meeting. In calculating the 48-hour notice period, Saturdays, Sundays, and statutory holidays shall be excluded. The Chair or the Chief Executive Officer may call a meeting on less notice, by means deemed appropriate, provided that notice is given to all Directors and the majority of the Directors consent to holding the meeting.

5.4 Quorum

A majority of the Directors in office shall constitute a quorum.

5.5 First Board Meeting after Annual Meeting

If a quorum of Directors is present, the Board may, without notice, hold a meeting immediately following the annual Members' meeting.

5.6 Persons Entitled to be Present

Guests may attend Board meetings with the consent of the meeting on the invitation of the Chair or Chief Executive Officer. The *Board Meetings Policy* shall govern the attendance of the public at Board meetings.

5.7 Voting

- (a) Each voting Director in attendance at a Board meeting shall be entitled to one vote on each matter.
- (b) As required by the regulations under the *Public Hospitals Act*, the Directors referred to in section 4.1(b) shall not be entitled to vote as Directors but shall otherwise be entitled to notice of, to attend, and to participate in, Board meetings and to receive the materials that are distributed to voting Directors.
- (c) A Director shall not be entitled to vote by proxy.
- (d) Every question arising at a Board meeting shall be determined by a majority of votes cast, unless otherwise specifically provided by statute or by this By-law.
- (e) If there is a tie vote at a Board meeting, the chair of the meeting shall not have a second vote to break the tie; instead, the motion shall be considered not to have passed.

- (f) The vote on any question shall be taken by secret ballot if so demanded by any Director in attendance and entitled to vote. The chair of the meeting shall count the ballots. Otherwise, a vote shall be by a show of hands.
- (g) Unless a ballot is demanded, an entry in the minutes of a meeting to the effect that the chair of the meeting declared a resolution to be carried or defeated is, in the absence of evidence to the contrary, proof of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.

5.8 Written Resolutions in Lieu of Meeting

- (a) A resolution signed by all of the Directors entitled to vote on that resolution at a Board meeting is as valid as if it had been passed at a Board meeting.
- (b) A resolution signed by all of the Board committee members entitled to vote on that resolution at a Board committee meeting is as valid as if it had been passed at a Board committee meeting.

5.9 Consent and Dissent of Director

- (a) A Director who is present at a Board or Board committee meeting is deemed to have consented to any resolution passed or action taken at the meeting, unless:
 - (i) the Director's dissent is entered in the meeting minutes;
 - (ii) the Director requests that their dissent be entered in the meeting minutes;
 - (iii) the Director gives their dissent to the secretary of the meeting before the meeting is terminated; or
 - (iv) the Director submits their written dissent to the Corporation immediately after the meeting is terminated.
- (b) A Director who votes for or consents to a resolution is not entitled to dissent under this section.
- (c) A Director who was not present at a meeting at which a resolution was passed or action taken is deemed to have consented to the resolution or action unless within seven days after becoming aware of the resolution, the Director:
 - (i) causes their written dissent to be placed with the meeting minutes; or
 - (ii) submits their written dissent to the Corporation.

5.10 Adjournment of the Meeting

- (a) If within one-half hour after the time appointed for a Board meeting a quorum is not present, the meeting shall stand adjourned until a day within two weeks to be determined by the chair of the meeting.
- (b) At least 24 hours' notice of the rescheduled meeting by an appropriate means shall be given to each Director; provided that in calculating the 24-hour notice period, Saturday, Sundays, and statutory holidays shall be excluded.

Article 6

Conflict of Interest Disclosure

6.1 Disclosure of Conflict

- (a) A Director or officer who:
 - (i) is a party to a material contract or transaction or proposed material contract or transaction with the Corporation; or
 - (ii) is a director or officer of, or has a material interest in, any person who is a party to a material contract or transaction or proposed material contract or transaction with the Corporation,

shall disclose to the Corporation or request to have entered in the minutes of Board meetings the nature and extent of their interest.

- (b) The disclosure required by section 6.1(a) must be made, in the case of a Director:
 - (i) at the meeting at which a proposed contract or transaction is first considered;
 - (ii) if the Director was not then interested in a proposed contract or transaction, at the first meeting after the Director becomes so interested;
 - (iii) if the Director becomes interested after a contract is made or transaction is entered into, at the first meeting after the Director becomes so interested; or
 - (iv) if an individual who is interested in a contract or transaction later becomes a Director, at the first meeting after the individual becomes a Director.

- (c) The disclosure required by section 6.1(a) must be made, in the case of an officer who is not a Director:
 - (i) forthwith after the officer becomes aware that the contract or transaction or proposed contract or transaction is to be considered or has been considered at a Board meeting;
 - (ii) if the officer becomes interested after a contract is made or transaction is entered into, forthwith after the officer becomes so interested; or
 - (iii) if an individual who is interested in a contract or transaction later becomes an officer, forthwith after the individual becomes an officer.
- (d) If the contract or transaction or proposed contract or transaction in respect of which a disclosure is required to be made for the purposes of section 6.1(a) is one that, in the ordinary course of the Corporation's business, would not require approval of the Board or Members, then the Director or officer shall disclose to the Corporation, or request to have entered in the minutes of Board meetings, the nature and extent of their interest forthwith after the Director or officer becomes aware of the contract or transaction or proposed contract or transaction.
- (e) Except as permitted by the Act, a Director referred to in section 6.1(a) shall not attend any part of a Board meeting during which the contract or transaction is discussed, shall not vote on any resolution to approve the contract or transaction, and shall not in any way attempt to influence the voting on any question concerning the contract or transaction.
- (f) If no quorum exists for the purposes of voting on a resolution to approve a contract or transaction only because one or more Director(s) are not permitted to be present at the meeting by virtue of section 6.1(e), the remaining Directors are deemed to constitute a quorum for the purpose of voting on the resolution.
- (g) For the purposes of section 6.1, a general notice to the Board by a Director or officer disclosing that the individual is a director or officer of, or has a material interest in, a person, or that there has been a material change in the Director's or officer's interest in the person, and is to be regarded as interested in any contract or transaction entered into with that person, is sufficient disclosure of interest in relation to any such contract or transaction.
- (h) A contract or transaction for which disclosure is required under section 6.1(a) is not void or voidable, and the Director or officer is not accountable to the Corporation or the Members for any profit or gain realized from the contract or transaction, because of the Director's or officer's interest in the contract or transaction or because the Director was present or was counted to determine whether a quorum existed at the Board or Board committee meeting that considered the contract or transaction, if:

- (i) disclosure of the interest was made in accordance with this section;
 - (ii) the Board approved the contract or transaction; and
 - (iii) the contract or transaction was reasonable and fair to the Corporation when it was approved.
- (i) The provisions of this Article are in addition to the *Conflict of Interest Policy*, as set out in the Board Policy Manual.

Article 7

Protection and Indemnification of Directors, Officers, and Others

7.1 Indemnities to Directors and Others

- (a) The Corporation shall indemnify a Director or officer of the Corporation, a former Director or officer of the Corporation, or an individual who acts or acted at the Corporation's request as a director or officer, or in a similar capacity, of another entity, against all costs, charges, and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by the individual in respect of any civil, criminal, administrative, investigative, or other action or proceeding in which the individual is involved because of that association with the Corporation or other entity.
- (b) The Corporation may advance money to an individual referred to in section 7.1(a) for the costs, charges, and expenses of an action or proceeding referred to in that section, but the individual shall repay the money if the individual does not fulfil the conditions set out in section 7.1(c).
- (c) The Corporation shall not indemnify an individual under section 7.1(a) unless:
 - (i) the individual acted honestly and in good faith with a view to the best interests of the Corporation or other entity, as the case may be; and
 - (ii) if the matter is a criminal or administrative proceeding that is enforced by a monetary penalty, the individual had reasonable grounds for believing that their conduct was lawful.
- (d) The indemnity provided for in section 7.1(a) shall not apply to any liability that a Director or officer, or former Director or officer, of the Corporation, or individual, may sustain or incur as the result of any act or omission as a Professional Staff member.

Article 8

Committees

8.1 Committees

The Board may, from time to time, establish:

- (a) standing committees, being those committees whose duties are normally continuous; and
- (b) ad hoc committees, being those committees appointed for specific duties whose mandate shall expire with the completion of the tasks assigned.

Subject to applicable law, the Board may dissolve any committee at any time.

8.2 Functions, Duties, Responsibilities, and Powers of Board Committees

The Board shall provide for the functions, duties, responsibilities, and powers of the Board committees in the Board resolution by which a Board committee is established or in the terms of reference for the committee described in *Board Standing and Ad Hoc Committees* and in the *Board Committee/Task Force Principles* set out in the Board Policy Manual.

8.3 Board Committee Members, Chair

- (a) Upon the recommendation of the Governance and People Committee and in accordance with the *Board Standing and Ad Hoc Committees*, the *Board Committee/Task Force Principles* and the *Process for Selection of Board Officers and Standing Committee Chairs* set out in the Board Policy Manual, and unless otherwise provided by by-law or by Board resolution:
 - (i) the Board shall appoint the chair, vice chair (if any), and members of each Board committee;
 - (ii) each chair and vice chair of a Board committee shall be a Director;
 - (iii) the Board committees may include members who are not Directors (other than a committee referred to in section 8.5, if any);
 - (iv) a majority of the members of any Board committee shall be elected Directors; and
 - (v) the Chair and Chief Executive Officer shall be an *ex-officio* member of all Board committees.

- (b) The Board may remove any chair, vice chair, or Board committee member from any Board committee at any time.

8.4 Procedures at Committee Meetings

Subject to section 8.6 and unless established by Board resolution from time to time, the procedures at and quorum for committee meetings shall be as set out in the *Board Committee/Task Force Principles*, as set out in the Board Policy Manual.

8.5 Delegation to a Committee

The Board may delegate to any committee comprised entirely of Directors any of the Board's powers, other than the following powers:

- (a) to submit to the Members any question or matter requiring the Members' approval;
- (b) to fill a vacancy among the Directors or in the position of auditor;
- (c) to appoint additional Directors;
- (d) to issue debt obligations, except as authorized by the Board;
- (e) to approve any annual financial statements; or
- (f) to adopt, amend, or repeal by-laws.

8.6 Governance and People Committee of the Board

Subject to section 8.5, the Governance and People Committee may exercise the full powers of the Board in all matters of administrative urgency arising in unusual circumstances, reporting every action at the next Board meeting. This Committee shall fix its quorum at not less than a majority of its members.

Article 9

Officers

9.1 General

- (a) Subject to the Act, the Articles, and this By-law, the Board may designate the offices of the Corporation, appoint officers, specify their duties, and delegate to them powers to manage the activities and affairs of the Corporation, except powers to do anything referred to in section 8.5.
- (b) The officers shall include the Chair and Secretary and may include one or more Vice Chairs and other officers as the Board may determine.

- (c) Upon the recommendation of the Governance and People Committee and in accordance with the *Process for Selection of Board Officers and Standing Committee Chairs*, as set out in the Board Policy Manual, the Board shall appoint the officers, from among the Directors, at its first meeting following the annual Members' meeting at which the Directors are elected or at such other times when a vacancy occurs. A person may hold more than one office (except one individual may not hold the offices of Chair and Vice Chair). The *ex-officio* Directors are not eligible for appointment as Chair or Vice-Chair.

9.2 Terms of Office

Unless otherwise provided in this By-law, the officers shall hold office for one year from the date of their appointment or until their successors are appointed in their stead. The Chair and Vice-Chair shall be eligible for reappointment for one additional one-year term. The Secretary shall be eligible for reappointment for two additional one-year terms; however, if the Chief Executive Officer is appointed as the Secretary, then the maximum term of office shall not apply to the Secretary. Notwithstanding the foregoing, the Board may extend the maximum number of successive one-year terms of the Chair and Vice-Chair in extraordinary circumstances. The Board may remove any officer at any time.

9.3 Duties of Officers

The officers shall have the powers and duties described in the *Position Description* for the officer as set out in the Board Policy Manual and such other duties as may be required by statute or as the Board may determine from time to time. An officer may delegate the performance of any of their duties to another, unless the Board otherwise directs.

Article 10

Organization and Financial

10.1 Seal

The Board shall determine the form of the seal of the Corporation, if any.

10.2 Execution of Documents

- (a) Deeds, transfers, assignments, contracts, agreements, mortgages, conveyances, obligations, certificates, or any other instruments or documents requiring the signature of the Corporation shall be signed in accordance with the *Delegation of Signing Authority* as set out in the Board Policy Manual, and all instruments or documents so signed shall be binding upon the Corporation without any further authorization or formality.

- (b) Additionally, the Board may from time to time direct the manner in which and the individual or individuals by whom any particular instrument or document, or class of instruments or documents, may or shall be signed.
- (c) Any signing officer may affix the seal of the Corporation to any instrument or document and may certify a copy of any instrument, resolution, by-law, or other document of the Corporation to be a true copy.

10.3 Banking Arrangements

The Corporation shall transact the banking business of the Corporation or any part of it with those banks, trust companies, or other financial institutions as the Board may determine from time to time.

10.4 Financial Year

The financial year end of the Corporation shall be March 31 in each year.

10.5 Appointment of Auditor

- (a) The Members shall, at each annual meeting, appoint an auditor to audit the accounts of the Corporation and to report to the Members at the next annual meeting.
- (b) The auditor shall be duly licensed under the *Public Accounting Act, 2004* (Ontario) and shall be independent of the Corporation and its Directors and officers.
- (c) The auditor shall hold office until the close of the next annual meeting, provided that the Board shall immediately fill any casual vacancy in the office of auditor for the unexpired term.
- (d) The Board shall fix the remuneration of the auditor.

10.6 Borrowing Power

The Board may, without authorization of the Members:

- (a) borrow money on the credit of the Corporation;
- (b) issue, reissue, sell, or pledge debt obligations of the Corporation;
- (c) give a guarantee on behalf of the Corporation to secure performance of an obligation of any person; and
- (d) mortgage, pledge, or otherwise create a security interest in all or any property of the Corporation, owned or subsequently acquired, to secure any obligation of the Corporation.

10.7 Investments

The Corporation may invest its funds as the Board thinks fit, subject to the Articles or any limitations accompanying a gift.

10.8 Records

The Board shall see that all necessary records of the Corporation required by the by-laws of the Corporation or by any applicable laws are regularly and properly kept.

Article 11

Confidentiality

11.1 Confidentiality

Every Director, officer, Professional Staff member, Board committee member, and employee of the Corporation shall respect the confidentiality of matters:

- (a) brought before the Board or any Board committee; or
- (b) dealt with in the course of the employee's employment, or Professional Staff member's activities in connection with the Corporation.

11.2 Board Spokesperson

The Chair is responsible for Board communications and may delegate authority to one or more Directors, officers, or employees of the Corporation to make statements to the news media or public about matters that the Chair determines appropriate for disclosure.

Article 12

Matters Required by the *Public Hospitals Act* and other Applicable Legislation

12.1 Professional Staff

There shall be a Professional Staff of the Hospital whose appointment and functions shall be as set out in the Professional Staff By-law.

12.2 Required Committees and Programs

The Board shall ensure that the Corporation establishes the committees and undertakes the programs that are required pursuant to applicable legislation, including the *Public Hospitals Act* and the *Excellent Care for All Act, 2010*, including a medical advisory committee, a fiscal advisory committee, and a quality committee.

12.3 Fiscal Advisory Committee

The Chief Executive Officer shall appoint the members of the fiscal advisory committee required to be established pursuant to the regulations under the *Public Hospitals Act*.

12.4 Chief Nursing Officer

The Chief Executive Officer shall ensure that there are appropriate procedures in place for the appointment of the Chief Nursing Officer.

12.5 Nurses and other Staff and Professionals on Committees

The Chief Executive Officer shall, from time to time, approve a process for:

- (a) the participation of the Chief Nursing Officer, nurse managers, staff nurses, staff, and other professionals of the Corporation in decision making related to administrative, financial, operational, and planning matters; and
- (b) the election or appointment of the Chief Nursing Officer, nurse managers, staff nurses, and other staff and professionals of the Corporation to those administrative committees approved by the Chief Executive Officer to have a nurse or other staff or professional representation.

12.6 Retention of Written Statements

The Chief Executive Officer shall cause to be retained for at least 25 years, all written statements made in respect of the destruction of medical records, notes, charts, and other material relating to patient care and photographs thereof.

12.7 Occupational Health and Safety Program

- (a) Pursuant to the regulations under the *Public Hospitals Act*, there shall be an occupational health and safety program for the Corporation, which shall include procedures for:
 - (i) a safe and healthy work environment;
 - (ii) the safe use of substances, equipment, and medical devices;
 - (iii) safe and healthy work practices;
 - (iv) the prevention of accidents to individuals on the premises; and
 - (v) the elimination of undue risks and the minimizing of hazards inherent in the Corporation environment.

- (b) The Chief Executive Officer shall designate an individual to be in charge of occupational health and safety in the Corporation, who shall be responsible to the Chief Executive Officer or their delegate for the implementation of the occupational health and safety program.
- (c) The Chief Executive Officer shall report to the Board as necessary on the occupational health and safety program.

12.8 Health Surveillance Program

- (a) Pursuant to the regulations under the *Public Hospitals Act*, there shall be a health surveillance program for the Corporation, which shall be in respect of all individuals carrying on activities in the Corporation and include a communicable disease surveillance program.
- (b) The Chief Executive Officer shall designate an individual to be in charge of health surveillance in the Corporation, who shall be responsible to the Chief Executive Officer or their delegate for the implementation of the health surveillance program.
- (c) The Chief Executive Officer shall report to the Board as necessary on the health surveillance program.

12.9 Organ Donation

Pursuant to the regulations under the *Public Hospitals Act*, the Board shall approve procedures to encourage the donation of organs and tissues including procedures to identify potential donors and make potential donors and their families aware of the options of organ and tissue donations, and shall ensure that these procedures are implemented in the Corporation.

Article 13

Rules of Order and Policies

13.1 Rules of Order

Any questions of procedure at or for any meetings of the Members, the Board, the Professional Staff, or any Board committee, which have not been provided for in this By-law or by applicable legislation, the Policies, or the Professional Staff rules and regulations, shall be determined in accordance with the rules of procedure described in the *Board Meetings Policy* as set out in the Board Policy Manual.

13.2 Policies

The Board may, from time to time, adopt, amend, or repeal Policies as it may deem necessary or desirable in connection with the management of the activities and affairs of the

Board and the conduct of the Directors, officers, and Board committee members; provided, however, that any Policy shall be consistent with the provisions of this By-law.

Article 14

Notices

14.1 Notice

- (a) Whenever under the provisions of the by-laws of the Corporation notice is required to be given, unless otherwise provided, the notice may be given in writing and delivered or sent by prepaid mail or personal delivery, or by electronic means, if there is a record that the notice has been sent, addressed to the Director, officer, Board committee member, Member, or auditor, at the address, as the case may be, as the same is shown in the records of the Corporation.
- (b) Any notice sent by the following means shall conclusively be deemed to be received as provided below:
 - (i) if by electronic means, on the next business day after transmission;
 - (ii) if delivered, at the time of delivery; and
 - (iii) if by prepaid mail, subject to section 14.1(c), on the fifth business day following its mailing.
- (c) Notwithstanding the foregoing provisions with respect to mailing, if it may reasonably be anticipated that, due to any strike, lock out, or similar event involving an interruption in postal service, any notice will not be received by the addressee by no later than the fifth business day following its mailing, then the mailing of the notice shall not be an effective means of sending it but rather any notice must then be sent by an alternative method that may reasonably be anticipated will cause the notice to be received reasonably expeditiously by the addressee.
- (d) The Secretary may change or cause to be changed the recorded address of any Director, officer, Board committee member, Member, or auditor in accordance with any information believed by them to be reliable.

14.2 Computation of Time

In computing the date when notice must be given under any provision of the by-laws requiring a specified number of days' notice of any meeting or other event, the date of giving the notice shall be excluded and the notice period shall terminate at midnight of the last day of the notice period, except if the last day is a holiday, the period shall terminate at midnight of the next day that is not a holiday.

14.3 Omissions and Errors

The accidental omission to give any notice to any Member, Director, officer, Board committee member, or the auditor of the Corporation, or the non-receipt of any notice by any such person, or any error in any notice not affecting the substance of it, shall not invalidate any action taken at any meeting held pursuant to the notice or otherwise founded on it.

14.4 Waiver of Notice

Any Member, Director, officer, Board committee member, or the auditor of the Corporation, may, in writing, waive any notice required to be given to them under any provision of the *Public Hospitals Act*, the Act, or the Articles or by-laws of the Corporation, either before or after the meeting to which it refers, and the waiver, whether given before or after the meeting or other event of which notice is required to be given, shall cure any default in giving the notice. Attendance and participation at a meeting constitutes waiver of notice, unless the attendance is for the express purpose of objecting to the transaction of any business on the grounds the meeting was not lawfully called.

Article 15

By-laws

15.1 By-laws and Amendments

- (a) The Board may make, amend, or repeal any by-law that regulates the activities or affairs of the Corporation, except in respect of a by-law:
 - (i) to add, change, or remove a provision respecting the transfer of a membership;
 - (ii) to change the manner of giving notice to Members; or
 - (iii) to change the method of voting by Members not in attendance at a Members' meeting.
- (b) The Board shall submit the by-law, amendment, or repeal to the Members at the next Members' meeting, and the Members may confirm, reject, or amend the by-law, amendment, or repeal by ordinary resolution.
- (c) Subject to section 15.1(f), the by-law, amendment, or repeal is effective from the date of the Board resolution or from such future time as may be specified in the resolution.
- (d) If the by-law, amendment, or repeal is confirmed or confirmed as amended by the Members, it remains effective in the form in which it was confirmed.

- (e) The by-law, amendment, or repeal ceases to have effect if the Board does not submit it to the Members as required under section 15.1(b) or if the Members reject it.
- (f) If a by-law, amendment, or repeal ceases to have effect, a subsequent Board resolution that has substantially the same purpose or effect is not effective until it is confirmed or confirmed as amended by the Members.
- (g) In any case of rejection, amendment, or refusal to approve the by-law or part of the by-law in effect in accordance with this section, no act done or right acquired under any by-law is prejudicially affected by any rejection, amendment, or refusal to approve.

15.2 Amendments to Professional Staff By-law

Prior to submitting all or any part of the Professional Staff By-law to the process established in section 15.1, the procedures set out in the Professional Staff By-law shall be followed.