

<b>By-Law #1</b>	<b>Management of Property</b>
Section	Board of Health
Lead	Board of Health
Approval Level	Board of Health
Original Approval	2025-JAN-02
Reviewed/Revised	
Next Review	2027-JAN-02
Reference	Ontario Public Health Standards: Requirements for Programs, Services, and Accountability (Standards)

NOTE: This is a CONTROLLED document for internal use only, and any document appearing in a paper form should ALWAYS be checked against the online version prior to use.

Pursuant to Section 56 (1) (a) of the Ontario *Health Protection and Promotion Act*, RSO 1990, Chapter H7, the Board of Health shall pass a bylaw respecting the management of property.

1. In this by-law:

“Act” means the Ontario *Health Protection and Promotion Act*, RSO 1990, Chapter H7;

“Board” means the Board of Health for Haliburton Kawartha Northumberland Peterborough Health Unit;

“Business Administrator” means the business administrator of the Board; and

“Medical Officer of Health” means the Medical Officer of Health of the Board as defined under the Act and its regulations.

2. The Board may own, purchase, lease, sublease, mortgage, sell or otherwise acquire, charge or dispose of any interest in real property as permitted under the Act for the purpose of carrying out the functions of the Board.
3. The Medical Officer of Health has the authority to approve any transaction above with respect to real property for which the total cost of such transaction does not exceed \$100,000. Transactions requiring resources above this amount require Board approval.
4. The Business Administrator shall be responsible for care, maintenance and compliance with respect to all real property matters, which shall include but not be limited to:

HALIBURTON KAWARTHA NORTHUMBERLAND PETERBOROUGH (HKNP) HEALTH UNIT

- a. Arrange for care and maintenance of any owned or leased real property, as the case may be, pursuant to the Board’s responsibilities as it pertains to each respective property, which responsibilities may include arranging for capital repairs, seasonal maintenance, and cleaning services;
  - b. Continuously re-evaluate how each space is being used and advise the Board when the needs of the Board require more or less space in any given location;
  - c. Ensure compliance with applicable laws and regulations relating to real property as set out in municipal, provincial or federal legislation;
  - d. Managing and negotiating lease agreements and ensuring compliance with applicable lease provisions;
  - e. Managing and negotiating mortgage terms and agreements and ensuring compliance with mortgage provisions; and
  - f. Ensuring adequate insurance is in place with respect to all owned or leased real property.
5. The Medical Officer of Health shall designate staff representatives from time to time to represent the Board on property boards as needed (e.g. Condominium Boards for owned condominium real property), and shall ensure the staff perform regular reporting on the status of the real property matters to the Board not less than annually.

This By-law read a first, second and third and final time and passed this 2<sup>nd</sup> day of January, 2025.

***Original signed by***

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Chair, Board of Health  
Haliburton Kawartha Northumberland  
Peterborough Health Unit

***Original signed by***

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Deputy Medical Officer of Health  
Haliburton Kawartha Northumberland  
Peterborough Health Unit

***Original signed by***

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Deputy Medical Officer of Health  
Haliburton Kawartha Northumberland  
Peterborough Health Unit