

Bylaw 09-2016

A BYLAW OF THE R.M. OF MOOSE RANGE NO. 486 IN THE PROVINCE OF SASKATCHEWAN TO PROVIDE FOR A MEDICAL CLINIC BOARD

A. NAME

The name of the Board shall be the Medical Clinic Board, hereafter referred to as the Board and this Board shall operate under the jurisdiction of the Town of Carrot River and the Rural Municipality of Moose Range #486 hereafter referred to as the Councils.

B. PURPOSE

- Develop strategies and actions to facilitate sustainability for the building and to maintain staff for the purposes of operating the medical clinic.
- Provide communication to the Councils regarding financial statements and employee wellbeing.
- Provide supervision and establishment of committees within or outside the Board for any purpose the Board may deem necessary. These committees shall be formed to fulfill the responsibilities of the Board
- Provide co-ordination, administration and facilitation of medical wellness in the community that would maximize the quality of life and maintain a viable community for the future.

C. FUNDING

Expenses of the Board's municipal appointed representatives will be covered by the municipality that appointed him/her.

Operations of the Board will be funded by user/practitioners of the clinic as set out in the annually negotiated user agreements. Any budget shortfalls will be funded on a 50/50 basis by the Town of Carrot River and the R.M. of Moose Range No. 486

D. COMPOSITION OF THE BOARD

The Board shall consist of six (6) voting members.

The Town of Carrot River will have two (2) appointments and Rural Municipality of Moose Range will have two (2) appointments, one (1) appointment representing the physicians using the clinic and one (1) appointment representing Kelsey Trail Health Region (KTHR) shall be appointed by each municipal Council. The administrators for both the Town and RM shall act as advisors. The candidates will be presented to the Town and RM Councils at their next duly convened meeting or, in the case of new terms, the November meeting of each Council for appointment. Terms will be two (2) years beginning January 1.

E. LOSS OF A MEMBER

If any member of the Board is absent from three (3) consecutive meetings, they may be asked to cancel their term with the Board. They may be excused in the event of a death, resignation from the Board or a resolution of the Board in session. Upon the loss of a Board member midterm, the Town and the RM Councils reserve the right to appoint members or reserve appointment to December. The replacement member shall serve the remainder of the term after being appointed.

F. MEETINGS

The Board shall meet in regular session at least four (4) times a year on a date to be fixed at the first meeting of the Board each year. The Board shall have special meetings at the call

of the Chairperson or if three (3) members contact the Chairperson and request such a meeting based on necessary need.

G. QUORUM

Four (4) members shall constitute a quorum.

H. HUMAN RESOURCE COMMITTEE

- Consist of the Town and RM Administrators and the supervisor (manager) of the medical clinic.
- If the supervisor is unavailable than the clinic staff will report directly to the Town administrator, if the Town administrator is not available, the RM administrator is to be contacted.
- Publicize potential employment opportunities available within the Clinic to the public
- Conduct job interviews with potential employees, if required, who submit their applications to the Board for publicized positions
- Ensure that interviews are conducted in a formal manner
- Ensure that all publicized positions are filled with the most qualified and deserving applicant, should they accept that position
- Notify, in writing, all applicants of the outcome of the interview process

I. OFFICERS

The officers of the Board shall be Chairperson, Vice-Chairperson, and Secretary, all of whom shall be elected by the Board. The election of the executive shall take place annually on the first meeting after the Town and RM Councils have approved the term appointments.

J. FINANCIAL YEAR

The financial year of the Board shall commence on the 1st day of January and close on the 31st day of December of each year.

K. SIGNING OFFICERS

The signing officers of the Board shall be the supervisor and any one (1) of two Board appointed alternate cheque signors.

L. DUTIES OF OFFICERS

Chairperson

- Presides at all meetings
- Sets agenda
- Calls special meetings
- Conducts business in an orderly fashion
- Guarantees everyone the right to speak
- Delegates responsibility to committees and individuals

Secretary

- Keeps accurate records of all business proceedings
- Keeps a record of committee reports

Vice-Chairperson

- Conducts the duties of the Chairperson when he/she is not presiding and thus resumes the responsibilities of the Chairperson

M. DUTIES OF THE BOARD

- Make recommendations to the Councils regarding the budget and regulations/bylaw.
- Sets agreements with the physicians, nurse practitioners, KTHR, clinic staff, and regulations as it may deem necessary on all matters connected with management and supervision of the medical clinic.
- Assist in the planning and facilitation of the needs of the clinic on a board level.
- Purchase materials, supplies or equipment as needed for the medical clinic building.

Each member of the Board in attendance at a duly called meeting shall vote on every resolution including the Chairperson. In the event of a tie the resolution shall be deemed lost.

N. DUTIES OF CLINIC STAFF OR CONTRACTED ADMINISTRATION

The clinic staff or Contracted administration shall perform the duties and exercise the powers and functions that are assigned by the Board, the Councils, the Administrator, this Bylaw or any other Bylaw or resolution of the Councils.

O. REPORTS

At every meeting of the board:

1. The supervisor of the medical clinic shall provide the board with a current financial statement, operational staff updates, and general ongoing of the clinic as to policy setting, etc.
2. The appointed physician representative shall provide a report at their leisure.
3. The appointed KTHR representative shall provide a report at their leisure.

Other reports that will be included at various times throughout the year and will be written reports to the Councils are:

- A copy of the financial statement
- A report on last years' activities (annual report)
- Future plans and requirements (budget)

P. AMENDMENTS TO BYLAW

Any amendments to this bylaw may be recommended by the Board to the Councils. The Board will notify both the Councils, in writing, with recommended amendments. The Councils will consult with each other prior to making any amendments to, or repealing, the bylaw. Each Council will notify the other Council and the Board of any amendments to the bylaw in due course.

Q. DATE IN EFFECT

This bylaw should come into force on January 1, 2017.



Reeve



Administrator



Certified a true copy of
Bylaw No. 09/2016 adopted
by resolution of Council on
the 14th day of December, 2016 A.D.



Administrator