

Mandate for Public Administrator

As provided for under section 15(3) of the *Hospital Insurance and Health and Social Services Administration Act (HIHSSA)*, terms and conditions governing the powers, duties and functions for the Public Administrator for Hay River Health and Social Services Authority (the Authority) are set out below.

The Authority's Bylaws outline the roles and responsibilities of the Board of Management. Those roles and responsibilities now rest with the Public Administrator. For added clarity, the Public Administrator is not involved in the day-to-day operations of the Authority.

The Terms and Conditions include the following:

- Ensure compliance with relevant legislation, regulations, rules, standards and guidelines established or adopted under HIHSSA;
- Ensure compliance with the Authority's Corporate By-laws;
- Ensure the Authority delivers quality health and social services programs and services to residents;
- Work with the Chief Executive Officer (CEO) to advance strategic planning and business planning;
- Evaluate the CEO's performance on an annual basis;
- If necessary, undertake disciplinary action respecting the CEO's job performance;
- Ensure compliance with the territorial plan as per section 11.1 of HIHSSA;
- Work with the CEO to develop by-laws for the recognition of the decision made by the Territorial Medical Director respecting applications for Privileges for Practitioner Staff working in facilities operated by the Authority;
- Approve annual operational plans and yearly budgets;
- Ensure the efficient and effect financial management of the Authority;
- Report major variances and mitigating actions to the Minister;
- Act as Chair of the Hay River Regional Wellness Council and participate as a member of the Northwest Territories Leadership Council;
- Represent the Authority at public meetings along with the CEO;
- Convene an annual general meeting and such other meetings as required by the regulations
- Provide a copy of the approved minutes for such meetings to myself and to the Leadership Council and make those minutes available for review by the public;
- Work with CEO to actively communicate the goals and objectives of the Authority's programs and services;
- Communicate regularly with me or my designate on improvements or challenges in the delivery of services and;
- Advise of any politically sensitive issues in the area served by the Authority.

The Public Administrator will play an important role in ensuring that residents of the Hay River area receive quality health and social services. The Department of Health and Social Services is committed to providing the supports required.