



TO: Chair and Members of the Governance Committee

FROM: Emily Williams, Chief Executive Officer

DATE: 2022 February 17

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## GOVERNANCE BY-LAW AND POLICY REVIEW

### Recommendation

*It is recommended that the Governance Committee recommend that the Board of Health:*

- 1) Receive Report No. 02-22GC re: “Governance By-law and Policy Review” for information; and
- 2) Approve the governance policies appended to this report ([Appendix B](#)).

#### Key Points

- It is the responsibility of the Board of Health to review and approve governance by-laws and policies.
- [Appendix A](#) details recommended changes to the by-laws and policies that have been reviewed by the subcommittees of the Board and outlines the status of all documents contained within the Governance Manual.
- There are two (2) policies that have been prepared for review by the Governance Committee ([Appendix B](#)) and three (3) policies that are coming up for review in Q1 2022.

### Background

In 2016, the Board of Health (BOH) approved a plan for review and development of by-laws and policies based on a model that incorporates best practices from the Ontario Public Health Standards and advice obtained through legal counsel. Refer to [Report No. 018-16GC](#). The Governance Committee has been actively reviewing the overdue policies throughout the year and there were three (3) remaining policies identified for review by the end of 2021.

### Policy Review

There are 2 (two) by-laws/policies included as [Appendix B](#) that have been prepared for approval by the Board of Health:

- G-000 Bylaws, Policy and Procedures
- G-100 Privacy and Freedom of Information

[Appendix A](#) to this report details the recommended changes for the above by-laws/policies as well as the status of all documents contained within the Governance Manual. There are three (3) policies that are coming up for review in Q1 2022.

### Next Steps

It is recommended that the Board of Health approve the policies as outlined in [Appendix B](#).

This report was prepared by the Manager, Strategy, Risk and Privacy, Healthy Organization Division.

A handwritten signature in black ink that reads "EWilliams". The signature is written in a cursive style with a large, prominent 'E'.

Emily Williams, BScN, RN, MBA, CHE  
Chief Executive Officer