



## MIDDLESEX-LONDON HEALTH UNIT

### ADMINISTRATION MANUAL

**SUBJECT:** ANNUAL REPORT TO THE PUBLIC  
**SECTION:** Communications

**POLICY NUMBER:** 9-070  
Page 1 of 1

**IMPLEMENTATION DATE:** September 23, 1992  
**REVISION DATE:** June 1, 1995  
July 12, 2000  
October 13, 2004  
April 19, 2012

**APPROVED BY:** Board of Health  
**SIGNATURE:**

---

#### PURPOSE

To ensure that Health Unit activities are summarized annually and are available for review by key stakeholders and the general public as a means to document accountability.

#### POLICY

The Health Unit will have an annual report.

Information will be gathered from all Service Areas in order to highlight the program activities and fiscal accountabilities for the previous year.

#### PROCEDURE

##### 1. Development of the Annual Report

The Communications Manager coordinates the development of the report.

##### 2. Distribution of the Report

The Medical Officer of Health will present the report to the Board of Health.

##### 3. Contents of the Report

The report shall be addressed to the public; include annual financial information; include a description of the mission, roles, processes, programs and operation of the public health unit; and include performance indicators that ensure transparency and accountability.