



TO: Chair and Members of the Governance Committee

FROM: Emily Williams, CEO

DATE: 2022 April 21

GOVERNANCE BY-LAW AND POLICY REVIEW

Recommendation

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

- 1) *Receive Report No. 06-22GC, re: “Governance By-law and Policy Review” for information;*
- 2) *Direct staff to evenly distribute the governance by-laws and policies to be reviewed over a two-year period; and*
- 3) *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 five (5) policies that have been prepared for review by the Governance Committee ([Appendix B](#)) and one (1) policy that is coming up for review in Q2 2022.
- There was a significant backlog of policies that were reviewed in 2021, which will result in a heavy workload for the Governance Committee in 2023. Staff are recommending the development of a schedule to evenly distribute the policies to be reviewed over a two-year period.

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](#). In 2021 the Governance Committee completed a review of the Governance Policy Manual ensuring all policies are current and established a process to reduce the risk of policies being overdue for review.

Policy Review

There are five (5) by-laws/policies included as [Appendix B](#) that have been prepared for approval by the Board of Health:

- G-020 MOH and CEO Direction
- G-040 MOH and CEO Selection and Succession Planning
- G-290 Standing and Ad Hoc Committees
- G-380 Conflicts of Interest and Declaration
- G-410 Board Member Remuneration and Expenses

[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 is one (1) policy that is coming up for review in Q2 2022.

Since all Governance policies were reviewed in 2021 this will result in a backlog due to be reviewed in 2023. MLHU staff recommend that the Committee move towards a schedule that spaces out the timing of the policy review process to minimize the workload placed on Committee members in 2023.

Next Steps

It is recommended that the Board of Health approve the policies as outlined in [Appendix B](#) and to direct staff to evenly distribute the policies to be reviewed over a two-year period.

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

A handwritten signature in cursive script that reads "EWilliams".

Emily Williams, BScN, RN, MBA, CHE
CEO