



TO: Chair and Members of the Governance Committee

FROM: Emily Williams, Chief Executive Officer  
Dr. Alexander Summers, Medical Officer of Health

DATE: 2023 July 20

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## GOVERNANCE POLICY REVIEW – BOARD OF HEALTH BY-LAWS

### Recommendation

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

- 1) Receive Report No. 06-23GC re: “Governance Policy Review – Board of Health By-Laws” for information; and*
- 2) Approve the Board of Health Governance By-Laws as amended through a first, second, third and final reading ([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 that have been reviewed by the subcommittees of the Board and outlines the status of all documents contained within the Governance Manual.
- There are four (4) by-laws that have been prepared for review by the Governance Committee in ([Appendix B](#)), and have been reviewed by legal counsel before being presented to the Committee for their review.

### 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. For more information, please refer to [Report No. 018-16GC](#).

It was determined that the four (4) Board of Health by-laws needed review from both legal counsel and the Committee. The by-laws have not had significant changes to them since their adoption, except for housekeeping amendments from March 2020 until June 2022 to update changes to applicable legislation impacting the Board of Health, along with updated roles and responsibilities.

### By-Law Review

For 2023 and 2024, policies and by-laws will be grouped together (when possible) by subject matter area for ease in reviewing.

There are four (4) by-laws included as [Appendix B](#) that have been reviewed by the Governance Committee and prepared for approval by the Board of Health:

- G-B10 By-law No. 1 Management of Property
- G-B20 By-law No. 2 Banking and Finance
- G-B30 By-law No. 3 Proceedings of the Board of Health
- G-B40 By-law No. 4 Duties of the Auditor

[Appendix A](#) to this report details the recommended changes for the above by-laws as well as the status of documents contained within the Governance Manual for the 2023 review.

### Next Steps

It is recommended that the Governance Committee recommend to the Board of Health to approve the by-laws as amended, outlined in [Appendix B](#). It is noted that the Governance Committee will review these by-laws bi-annually and it is anticipated that this level of review of Board of Health by-laws from legal counsel will not be needed for many years.

The draft by-laws will require the Board of Health to make a motion to amend, and formalize by giving a first, second, third and final reading of by-laws for their implementation.

This report was prepared by the Chief Executive Officer.



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