

BOARD OF HEALTH REPORTS AND CORRESPONDENCE

PURPOSE

To ensure that reports and correspondence presented to the Board of Health are standardized, consistent and strategically relevant; this includes reports and correspondence that inform the strategic direction of the agency, align with the Middlesex-London Health Unit's Strategic Plan, and fulfill relevant legislative requirements, including those set out for Boards of Health pursuant to the *Health Protection and Promotion Act*, R.S.O. 1990, c. H.7 and the *Ontario Public Health Standards: Requirements for Programs, Services, and Accountability*.

POLICY

Reports and correspondence items that are presented to the Board of Health will strategically guide and support the Board's mandate to govern and regulate the activities of the Middlesex-London Health Unit. Relevant equity focused perspectives will be highlighted for the Board in the presented reports.

All Board reports must be prepared, submitted for approval and distributed in accordance with the procedure and template in this policy.

Criteria for reports and correspondence that will be considered for addition to the Board of Health agenda are outlined in Appendix A.

The procedure for the submission of reports and correspondence to the Board of Health meeting agenda is outlined in Appendix B.

A template for Board of Health or Committee reports is outlined in Appendix C.

APPENDICES

Appendix A – Board of Health Report and Correspondence Criteria

Appendix B – Board of Health Report and Correspondence Process

Appendix C – Board Report Template

APPLICABLE LEGISLATION AND STANDARDS

Ontario Public Health Standards: Requirements for Programs, Services, and Accountability

Municipal Act, 2001, S.O. 2001, c. 25

Public Sector Salary Disclosure Act, 1996, S.O. 1996, c. 1, Sched. A

Broader Public Sector Accountability Act, 2010, S.O. 2010, c. 25

Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56

Personal Health Information Protection Act, 2004, S.O. 2004, c. 3, Sched. A

Health Protection and Promotion Act, R.S.O. 1990, c. H.7.

BOARD OF HEALTH REPORT AND CORRESPONDENCE CRITERIA

Under the Public Health Accountability Framework within the Ontario Public Health Standards, boards of health are required to demonstrate accountability to the Ministry of Health across the following domains:

- Delivery of Programs and Services;
- Fiduciary Requirements;
- Good Governance and Management Practices; and
- Public Health Practice.

To ensure that the Board is equipped with relevant and reliable information to fulfil its governance function across all domains, reports and correspondence received by the Board of Health must meet at least one of the following criteria:

- Provide strategic information relevant to the governance of the Middlesex-London Health Unit,
- Reflect activities related to the Strategic Plan of the Middlesex-London Health Unit;
- Provide information pertaining to the Board's duty to superintend, provide or ensure the provision of the health programs and services required by the *Healthy Protection and Promotion Act* R.S.O. 1990, c. H.7. and its regulations;
- Provide information pertaining to emerging risks or external pressures; and/or
- Fulfill relevant legislative requirements.

In addition, and as outlined in Board Report Template (Appendix C), reports and correspondence received by the Board of Health must highlight the relevant:

- Public health standard as outlined in the [Ontario Public Health Standards: Requirements for Programs, Services and Accountability](#);
- Provincial or federal legislation; and/or
- Component of the most recent Strategic Plan of the Middlesex-London Health Unit.

All reports and correspondence received by the Board of Health must be reviewed for content that aligns with the Middlesex-London Health Unit's goals under the [Anti-Black Racism Plan and Taking Action for Reconciliation: An Organizational Plan](#). Reports and correspondence should note any relevant insights or references.

PROCEDURE – SUBMISSION OF REPORTS AN CORRESPONDENCE TO THE BOARD OF HEALTH MEETING AGENDA

Approval of Agenda

The agenda for the meetings of the Middlesex-London Health Unit's Board of Health and Committees is approved by the Secretary and Chair of the Board of Health, in consultation with the Chief Executive Officer and the Medical Officer of Health.

Preparation of Reports and Agenda

Reports to the Board of Health and Committees are initiated and prepared by the appropriate Middlesex-London Health Unit (MLHU) staff. Preparation of the agenda is the responsibility of the Secretary, with delegation to the Executive Assistant to the Board of Health.

Correspondence to the Board of Health

All correspondence will be cataloged by the Executive Assistant to the Board of Health and approved for inclusion on the agenda by the Secretary and Chair of the Board of Health, in consultation with the Chief Executive Officer and the Medical Officer of Health.

Format of Reports

All Board reports should be formatted consistent with the template (Appendix C) and follow the most current version of the American Psychological Association (APA) Style Guide. Additional formatting details can be found in the MLHU Corporate Graphic Standards Manual.

Reports will be numbered sequentially from January 1 to December 31 with a two-digit reference to the year the report appeared before the Board. The Executive Assistant to the Board of Health maintains a register of Board reports by report number, meeting date, subject matter and author(s).

Closed Session (Confidential) Reports

Reports will be received by the Board of Health in closed session if they align with Section 239(2) of the *Municipal Act*, 2001, S.O. 2001, c. 25.

Submission Procedure

Ten (10) working days prior to the Board or Committee meeting, an electronic version of the draft report and the relevant appendices must be submitted to the Executive Assistant to the Board of Health for review by the Chief Executive Officer and Medical Officer of Health. The Executive Assistant to the Board of Health will provide an updated schedule of Board meeting dates and report submission deadlines to all employees.

Major revisions to the draft reports by the Chief Executive Officer and Medical Officer of Health will be discussed with the author(s)/appropriate manager or director. If time permits, the author is responsible for completing major revisions and resubmitting the report.

The final version of the report must be approved and signed by the Chief Executive Officer and Medical Officer of Health, as appropriate.

Late Submissions

Reports and correspondence items are due in completion to the Executive Assistant to the Board of Health for Chief Executive Officer and Medical Officer of Health ten (10) working days prior to the relevant Board or Committee meeting. Items received after this deadline may not be

included in the agenda, and inclusion is at the discretion of the Secretary and Chair of the Board of Health, in consultation with Chief Executive Officer and the Medical Officer of Health.

Distribution

An agenda package including all reports and correspondence will be distributed to Board members no later than five (5) days prior to a scheduled meeting, by the Executive Assistant to the Board. If a Special Meeting of the Board is called, materials will be distributed to the Board as soon as they are available.

Relevant staff will also be provided with an agenda package. Agenda packages, excluding closed session reports, will be made available to the media by the Executive Assistant to the Board prior to the scheduled Board meeting.



MIDDLESEX-LONDON BOARD OF HEALTH

REPORT NO. XX-24

TO: Chair and Members of the Board of Health

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

DATE: 2024 Month Day

REPORT TITLE (ARIAL 12 BOLD UPPERCASE)

Recommendation

Example:

It is recommended that the Board of Health receive Report No. XX-24 re: "Report" for information.

Report Highlights

- Insert
- Top
- 4 Points
- With appendices

Background [Arial 11 Bold]

[Arial 11]

Other Headings if needed [Arial 11 Bold]

[Arial 11]

Next Steps [Arial 11 Bold]

[Arial 11]

Keep report content no more than 2 pages and use appendices where possible.

This report was written by the **Manager**, _____.

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

Alexander Summers, MD, MPH, CCFP, FRCPC
Medical Officer of Health

This report refers to the following principle(s) set out in Policy G XXXXXX, Appendix A:

- The **note item** standard as outlined in the [Ontario Public Health Standards: Requirements for Programs, Services and Accountability](#).
- The _____ **Act** (note the piece of provincial or federal legislation).
- The following goal or direction from the [Middlesex-London Health Unit's Strategic Plan](#):
 - **Note the goal or direction**

This topic has been reviewed to be in alignment with goals under the Middlesex-London Health Unit's [Anti-Black Racism Plan and Taking Action for Reconciliation: An Organizational Plan](#), specifically recommendation