

# BOARD OF HEALTH REPORTS

## PURPOSE

To ensure reports to the Board of Health (Board) are prepared and processed in a standardized format.

## POLICY

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

## PROCEDURE

### 1. General

- 1.1. Board reports are initiated and prepared by the appropriate Middlesex-London Health Unit (MLHU) employees.
- 1.2. Preparation of the agenda is the responsibility of the Secretary in order to maintain a coordinated Board meeting agenda and to handle the inclusion of urgent issues.

### 2. Format

- 2.1. The Board report template (Appendix A) must be used to prepare Board reports. Formatting will follow the most current version of the American Psychological Association (APA) Style Guide. References will be kept, but not generally noted in the report. Additional formatting details are in the MLHU Corporate Identity and Graphic Standards Manual.

### 3. Submission Protocol

- 3.1. After the agenda has been set, 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 (EA) to the Board maintains a register of Board reports by report number, meeting date, subject matter and author(s).
- 3.2. Draft reports are to be reviewed by the manager and director before proceeding to the next step in the submission protocol.
- 3.3. Ten working days prior to the Board meeting, an electronic version of the draft report and the relevant appendices must be submitted to the EA to the Board for review by the

MOH and CEO. The EA to the Board will provide an updated schedule of Board meeting dates and report submission deadlines to all employees.

- 3.4. The draft electronic version of the report is sent as an email attachment to the EA to the Board who will maintain computer files of the Board reports in order to expedite minor revisions and to provide centralized management of the reports.
- 3.5. Major revisions to the draft reports by the MOH or the CEO 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.
- 3.6. The final version of the report must be approved and signed by the MOH or the CEO as appropriate.

#### **4. Distribution**

- 4.1. Board reports will be incorporated into a complete agenda package for distribution to Board members by the EA to the Board. The EA to the Board will build the Board agenda on the MLHU website and upload reports, appendices and the complete agenda package. A link to the complete agenda package on the MLHU website is emailed to Board members no later than five days prior to the scheduled Board meeting, unless a Special Meeting of the Board is called, at which time, materials will be distributed to the Boards as soon as they are available.
- 4.2. Prior to the Board meeting, the EA to the Board will distribute Board meeting packages, including in-camera reports where appropriate, to the MOH, CEO, Associate MOH (AMOH), and brief the Manager, Communications, as needed.
- 4.3. The EA to the Board will send an electronic copy of the final Board Report to each of the director(s)/manager(s) who submitted them.

Board packages, excluding in-camera reports, will be made available to the media by the EA to the Board prior to the scheduled Board meeting. The EA to the Board will also provide the Online Communications Coordinator with a copy of the Board agenda package (excluding in-camera reports) to be posted to the MLHU website.

## **APPENDICES**

G-490 App A Board of Health Report Template

## **RELATED POLICIES**

G-270 Roles and Responsibilities of the Board of Health