



TO: Chair and Members of the Board of Health

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

DATE: 2024 January 18

BOARD OF HEALTH REPORTS AND CORRESPONDENCE POLICY

Recommendation

It is recommended that the Board of Health:

- 1) *Receive Report No. 06-23 re: “Board of Health Reports and Correspondence Policy” for information;*
- 2) *Amend G-490 - Board Report and Correspondence Policy and appendices ([Appendix A](#); and*
- 3) *Approve the name change of G-490 - Board of Health Reports Policy ([Appendix B](#)) to G-490 - Board of Health Reports and Correspondence Policy ([Appendix A](#));*

Key Points

- The Middlesex-London Board of Health is the governing body of the Middlesex-London Health Unit (MLHU) and is accountable for the strategic direction of the agency.
- To ensure that the Board is equipped with relevant and reliable information to fulfil its governance function, reports and correspondence must be standardized, consistent and strategically relevant.
- To ensure this requirement, modifications have been made to the previous Governance Policy G-490 - Board of Health Reports Policy and are captured in the new G-490 - Board of Health Reports and Correspondence Policy.

Background

The Governance Policy G-490 – Board of Health Reports was introduced in 1994, with bi-annual Governance Committee reviews starting in 2017 ([Appendix B](#)). The policy provides guidance on the process for the standardized development of reports for the Board. It did not, however, provide clarity on the nature of the content that would be relevant for the Board to fulfill its governance function.

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, the G-490 – Board of Health Reports policy has been updated and modified. It is now called the G-490 – Board of Health Reports and Correspondence policy, and it includes criteria and updated templates to ensure that reports and correspondence are standardized, consistent and strategically relevant.

The updated draft policy and appendices with the process, criteria and template for Board of Health reports is affixed as [Appendix A](#).

Next Steps

It is recommended that the Governance Committee recommend to the Board of Health to approve the updated Governance Policy G-490 - Board of Health Reports and Correspondence Policy.

Upon approval, the Chief Executive Officer and the Medical Officer of Health will provide further information to staff to implement the new policy to the organization.

This report was prepared by the Chief Executive Officer and Medical Officer of Health.



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