



TO: Chair and Members of the Governance Committee

FROM: Christopher Mackie, Medical Officer of Health
Emily Williams, CEO (Interim)

DATE: 2021 April 15

GOVERNANCE BY-LAW AND POLICY REVIEW

Recommendation

It is recommended that the Governance Committee make a recommendation to the Board of Health to:

- 1) Receive Report No. 07-21GC re: “Governance By-law and Policy Review” for information; and*
- 2) Approve the governance by-laws and policies as appended to this report.*

Key Points

- It is the responsibility of the Governance Committee to make recommendations to the Board of Health regarding review and development of governance by-laws and policies.
- The by-laws and policies brought forward to the Governance Committee have been reviewed by Health Unit staff and by the Finance & Facilities Committee (where these relate to financial operations) and updated to enhance clarity and ensure continued compliance with applicable standards, legislation, and agreements.
- [Appendix A](#) details recommended changes to the by-laws and policies that have been reviewed and outlines the status of all documents contained within the Governance Manual.

Background

In 2016, the Board of Health 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](#).

Policy Review

The following by-laws/policies ([Appendix B](#)) have been prepared for review by the Governance Committee:

- G-150 Complaints
- G-205 Borrowing
- G-260 Governance Principles and Accountability
- G-270 Roles and Responsibilities of Individual Board Members
- G-430 Informing of Financial Obligations

Appendix A details the recommended changes for each of the above by-laws/policies as well as the status of all documents contained within the Governance Manual.

There is a total of 43 by-laws/policies and 13 of these remain overdue for review as of March 31, 2021. Overdue by-laws/policies are actively being reviewed by the Committee and will be brought forward for review at subsequent meetings in the coming months.

Next Steps

The Governance Committee needs to review the appended by-laws/policies. Once the Governance Committee is satisfied with its review, the by-laws/policies will be forwarded to the Board of Health for approval.

This report was prepared by the Healthy Organization Division.



Christopher Mackie, MD, MHSc, CCFP, FRCPC
Medical Officer of Health



Emily Williams, BScN, RN, MBA
Chief Executive Officer (Interim)