



TO: Chair and Members of the Governance Committee

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

DATE: 2021 September 15

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## GOVERNANCE BY-LAW AND POLICY REVIEW

### Recommendation

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

- 1) Receive Report No. 17-21GC re: “Governance By-law and Policy Review” for information; and
- 2) Approve the governance policies appended to this report ([Appendix B](#)).

### Key Points

- It is the responsibility of the Governance Committee to make recommendations to the Board of Health regarding the review and development of governance by-laws and policies.
- [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.
- There are two (2) policies that have been prepared for review by the Governance Committee ([Appendix B](#)).
- There are 12 by-laws/policies that remain overdue and scheduled to be reviewed by the Governance Committee during the month of September.
- An additional eight (8) by-laws/policies are coming due for review and are scheduled to be reviewed before the end of the calendar year.

### 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. Refer to [Report No. 018-16GC](#). The Governance Committee had been actively reviewing the overdue policies during the first half of 2021; however, this activity was paused during Q2 to focus on the COVID-19 vaccination campaign.

### Policy Review

There are two (2) by-laws/policies included as [Appendix B](#) that have been prepared for review by the Governance Committee:

- G-080 Occupational Health and Safety – reviewed in accordance with annual requirements set out in the *Occupational Health and Safety Act*;
- G-360 Resignation and Removal of Board Members – updated to include the process for removal of a Board member, as directed by the Governance Committee at its meeting on June 17, 2021.

[Appendix A](#) to this report details the recommended changes for 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 12 of these are overdue for review as of August 31, 2021. The 12 overdue policies are scheduled to be reviewed by the Governance Committee during the month of September to be brought forward for approval at its meeting on October 21, 2021. There are eight (8) additional by-laws/policies that are coming due that are scheduled to be reviewed by the Governance Committee in October to be brought forward for approval at its meeting on November 18, 2021. Following these timelines will bring the Governance Policy Manual up to date before the end of the current year.

### **Next Steps**

The Governance Committee needs to review and approve the appended by-laws/policies. Once the Governance Committee is satisfied with its review, the policies will be forwarded to the Board of Health for approval. In addition, the Governance Committee needs to review the established timeline for ensuring that all overdue by-laws/policies, as well as those that are coming due, can be reviewed before the end of the current year.

This report was prepared by the Healthy Organization Division.



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