



TO: Chair and Members of the Governance Committee

FROM: Christopher Mackie, Medical Officer of Health

DATE: 2015 September 17

POLICY REVIEW AND DEVELOPMENT

Recommendations

It is recommended that the Governance Committee:

- 1) Receive Report No. 15015GC re Policy Review and Development for information, and*
- 2) Approve the (a) Workplace Violence, (b) Harassment and Discrimination, (c) Accessibility for Ontarians with Disabilities Act – Customer Service Standard and (d) Accessibility for Ontarians with Disabilities Act – Integrated Service Standard administrative policies as attached.*

Key Points

- To be consistent with the Ontario Public Health Organizational Standards and best practices, the Governance Committee of the Board of Health should review governance policies once every two years.
- Similar best practices apply to the administrative policies of the Middlesex-London Health Unit.
- Administrative policies are typically approved by the Senior Leadership Team. In the case of policies required for legislative and regulatory compliance, Board of Health sign off is required.

Background

The Ontario Public Health Organizational Standards (OPHOS) establish the management and governance requirement for all boards of health and public health units and the expectations associated with these requirements. According to Standard 2.10, specific board of health policies must be in place regarding the functioning of the governing body and ensure that they are reviewed and revised, as necessary, and at least every two years.

The Middlesex-London Health Unit has two types of policies: governance and administrative. Governance policies represent the general principles that set the direction, limitations and accountability frameworks for the Middlesex-London Health Unit (MLHU) and relate to bylaws, organizational structure and finances. Administrative policies align the processes and procedures for the management of MLHU and help to establish efficiency, consistency, responsibility and accountability. The Governance Committee is responsible for the approval of all administrative policies that are required for legislative and regulatory compliance.

The Governance Committee will recall Report No. 08-15GC, where it was recommended that as part of the annual work plan the committee review governance policies and report on progress during the third quarter (July 1 to September 30) of each year.

Board of Health Governance Policies

The current review status of the Board of Health Governance Policies can be found attached as [Appendix A](#).

The Board of Health Code of Conduct has been identified for review this fall, in association with the planned board development session in November.

Additional governance policies will be reviewed at subsequent Governance Committee meetings with each policy undergoing review or revision at least once every two years, in line with the Ontario Public Health Organizational Standards. A summary of policy related activities will be provided each year.

Administrative Policy Review

Staff at the Middlesex-London Health Unit have a similar policy development and review process that seeks to align procedures for managing MLHU and to establish efficiency, consistency, and accountability across the organization and to review and revise policies at least once every two years. This process was established in April 2015 to address the large number of the policies that are currently due to be reviewed. Outstanding policies will be addressed throughout 2015 and 2016.

The current review status of MLHU administrative policies can be found attached as [Appendix B](#).

Several policies that have been developed or revised through this process and require Governance Committee approval due to legislative and regulatory requirements. These include:

- Workplace Violence ([Appendix C](#)) – replacing old policy ([Appendix D](#));
- Harassment and Discrimination ([Appendix E](#)) – replacing Human Rights Recognition ([Appendix F](#)) and Employee Harassment Policy ([Appendix G](#));
- Accessibility for Ontarians with Disabilities Act – Customer Service Standard ([Appendix H](#)); and
- Accessibility for Ontarians with Disabilities Act – Integrated Service Standard ([Appendix I](#)) – both AODA policies replacing previous single AODA policy ([Appendix J](#))

Next Steps

The Governance Committee will continue to review and revise policies to ensure that they are up to date and reflective of organizational, legislative and regulatory needs. Administrative policies that are approved by the Governance Committee will be implemented with staff through various means to ensure organizational compliance

This report was prepared by Mr. Jordan Banninga, Manager of Strategic Projects.



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