



TO: Chair and Members of the Finance & Facilities Committee

FROM: Christopher Mackie, Medical Officer of Health

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## BY-LAW AND POLICY REVIEW

### **Recommendation**

*It is recommended that the Finance and Facilities Committee:*

- 1) *Receive Report No. 045-16FFC for information; and*
- 2) *Review and provide the Governance Committee with any amendments to the proposed by-laws and policies that fall within the FFC mandate ([Appendix C](#)).*

### **Key Points**

- The Finance and Facilities Committee, at the direction of the Governance Committee, is responsible for reviewing all applicable finance policies as outlined in the By-law and Policy Model.
- The updated policy model is based on Mr. Graham Scott's session on Critical Elements of Board Governance.
- A comprehensive review, revision and development process will be taking place from now until the end of 2017 which will be followed by regular by-law and policy reviews.

### **Background**

An updated by-law and policy model for the Board of Health was recommended at the April 2016 Governance Committee meeting. This policy model incorporates governance best practices from the Ontario Public Health Organizational Standards and Mr. Graham Scott's session on Critical Elements of Board Governance.

At the November 2016 Governance Committee meeting, members received a comprehensive listing of the by-laws and policies related to the new policy model ([Appendix A](#)), a schedule for by-law and policy updating ([Appendix B](#)) and the first policy package for review.

The transition from the contemporary policy model to the proposed policy model, which is being considered By-law and Policy Model 2.0 required extensive review of relevant legislation to ensure that no gaps were created in moving from the old model to the new. Key modifications to model 2.0 include the segmentation of the Board of Health by-laws, the addition of new policies and the consolidation of some of the existing policies.

### **Finance and Facilities Committee Review**

At the November Governance Committee meeting a motion was received to forward the applicable by-laws and policies to the Finance and Facilities Committee (FFC) for review. The by-laws and policies for FFC review can be found attached as [Appendix C](#). It is incumbent upon the committee to review the attached by-laws and policies to ensure that they align with the mandate and purpose of the FFC and operationalize best practices for the management of the Board of Health.

### **Next Steps**

The Finance and Facility Committee now has the opportunity to review the applicable by-laws and policies forwarded by the Governance Committee and provide any suggested amendments. Once FFC is completed their review they will be forwarded by the Governance Committee to the Board of Health for approval.

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



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