

TO: Chair and Members of the Governance Committee

FROM: Christopher Mackie, Medical Officer of Health /CEO

DATE: 2018 November 15

GOVERNANCE POLICY REVIEW

Recommendation

It is recommended that the Governance Committee:

- 1) *Receive Report No. 014-18GC re: “Governance Policy Review” for information;*
- 2) *Recommend that the Board of Health approve renewal of the governance policies outlined in this report; and*
- 3) *Recommend that the Board of Health approve the new governance policy on Occupational Health and Safety ([Appendix B](#)).*

Key Points

- Governance by-laws and policies must be reviewed at least every two years. Policy development, review, and revision may be initiated at any time, as necessary.
- The policies brought forward to the Governance Committee include six policies for renewal, with no revisions recommended, and a new policy for approval.
- One of the strategic initiatives identified on the 2018–20 Balanced Scorecard is the Administrative Policy Manual review, currently underway. Implementation of a policy management software solution as part of this initiative will enable improvements to governance policy manual oversight.

Background

In 2016, the Board of Health approved a plan for developing and revising by-laws and policies based on a model that incorporates best practices from the Ontario Public Health Organizational Standards and advice obtained through legal counsel. Refer to [Report No. 018-16GC](#).

Policy Review

The set of policies brought forward for review by the Governance Committee is in accordance with the two-year policy review cycle and identified policy development priorities. (Refer to [Appendix A](#) for a complete list of governance by-laws and policies, including status and recommendations.)

The following policies were reviewed by staff, and no revisions are recommended at this time:

- [G-000 – By-law, Policy, and Procedures](#)
- [G-010 – Strategic Planning](#)
- [G-020 – MOH/CEO Direction](#)
- [G-030 – MOH/CEO Position Description](#)
- [G-050 – MOH/CEO Performance Appraisal](#)
- [G-160 – Jordan’s Principle](#)

A new policy on occupational health and safety has been prepared for Governance Committee review (see [Appendix B](#)). This policy outlines governance and accountability requirements under the *Occupational Health and Safety Act* (OHSA) and the applicable regulations with respect to the duties of the employer.

Alignment with Strategic Initiatives

The Administrative Policy Manual Review is identified as a strategic initiative on MLHU's 2018–20 Balanced Scorecard.

A key component of this initiative is implementing a policy management software solution to improve workflow, increase efficiency, and provide more robust version control and records management. Administrative and governance policies fall within the scope of this implementation, and the benefits will be realized in both manuals.

The project team is currently evaluating RFP submissions to select a proponent. Implementation is planned to begin in Q4, 2018.

Next Steps

The Governance Committee has the opportunity to review the policies outlined in this report. Once the Governance Committee is satisfied with its review, the policies will be forwarded to the Board of Health for approval.

Recommendations with respect to remaining policies under consideration for development will be brought forward to the Governance Committee in February 2018, with expected completion of the Governance Policy Manual in Q1, 2019.

This report was prepared by the Healthy Organization Division.



Christopher Mackie, MD, MHSc, CCFP, FRCPC
Medical Officer of Health / Chief Executive Officer