



MIDDLESEX-LONDON HEALTH UNIT

REPORT NO. 011-19FFC

TO: Chair and Members of the Finance and Facilities Committee

FROM: Christopher Mackie, Medical Officer of Health / CEO

DATE: 2019 March 7

BY-LAW AND POLICY REVIEW

Recommendation

It is recommended that the Finance and Facilities Committee:

- 1) *Receive Report No. 011-19FFC for information; and*
- 2) *Approve the governance by-laws and policies outlined within this report, which relate to the financial operations of the Middlesex-London Health Unit to go to Governance Committee for final review.*

Key Points

- The Board of Health is responsible for the Health Unit's governance by-laws and policies.
- The approved policy model requires that governance by-laws and policies be reviewed at least every two years; review and revision of governance by-laws and policies can be initiated at any time as needed.
- The by-laws and policies brought forward to the Finance and Facilities Committee have been reviewed by staff and updated as necessary to ensure continuing compliance with applicable standards, legislation and agreements.
- Once the Finance & Facilities Committee is satisfied with its review, the by-laws and policies will be forwarded to the Governance Committee for final review.

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 Standards and advice obtained through legal counsel. Refer to [Report No. 018-16GC](#).

Policy Review

The following by-laws and policies were prepared for review by the Finance and Facilities Committee in accordance with the two-year review cycle:

- G-B10 - By-law No. 1 - Management of Property
- G-230 - Procurement

G-B10 - By-law No. 1 – Management of Property required a minor revision, attached as [Appendix A](#).

The Procurement Policy attached as [Appendix B](#) was updated to ensure alignment with obligations outlined in relevant trade agreements such as the Canadian Free Trade Act, Canada EU Comprehensive Economic and Trade Agreement, and the Ontario-Quebec Trade and Co-Operation Agreement which have been

amended since the policy was last approved. This includes changes to the following, where the monetary thresholds are over \$100,000:

- Tender notice access
- Posting Periods
- Notice Periods
- Reporting requirements
- Limited tendering; and
- Negotiations.

In addition, the Procurement Policy was updated to reflect changes to the division name from Corporate Services to Healthy Organization. This also includes removal of references to the Finance department due to changes in reporting structure for the Procurement and Operations department.

These changes bring the policy in line with federal and provincial requirements. Further changes to the policy are anticipated following the implementation of the procurement module in our Enterprise Resource Planning system later this year.

Language under Section 3.2 of the Procurement Policy was also adjusted for clarity.

Next Steps

The Finance and Facilities Committee has the opportunity to review the appended revised by-laws and policies.

Once the Finance & Facilities Committee is satisfied with its review, the by-laws and policies will be forwarded to the Governance Committee for final review.

The remaining policies due for review will be brought forward to the Finance and Facilities Committee in May 2019:

- G-200 - Approval and Signing Authority
- G-220 - Contractual Services
- G-B20 - By-law No. 2 - Banking & Finance
- G-B40 - By-law No. 4 - Duties of the Auditor

This report was prepared by the Healthy Organization Division.



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