



TO: Chair and Members of the Governance Committee

FROM: Christopher Mackie, Medical Officer of Health/Chief Executive Officer

DATE: 2019 March 21

GOVERNANCE POLICY REVIEW AND DEVELOPMENT

Recommendation

It is recommended that the Governance Committee:

- 1) *Receive Report No. 003-19GC for information;*
- 2) *Recommend that the Board of Health approve the governance by-laws and policies appended to this report; and*
- 3) *Recommend that the Board of Health approve development of the new governance policies outlined within this report.*

Key Points

- It is the responsibility of the Governance Committee to make recommendations to the Board of Health regarding review and development of 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 Governance Committee have been reviewed by staff, and by the Finance & Facilities Committee where these relate to the financial operations of the organization, and updated to enhance clarity and ensure continuing compliance with applicable standards, legislation and agreements.
- A new policy is being recommended for development to support governance practices with respect to advocacy.

Background

In 2016, the Board of Health 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 Organizational Standards and advice obtained through legal counsel. Refer to [Report No. 018-16GC](#).

Policy Review

The set of by-laws and policies brought forward for review by the Governance Committee is highlighted in a comprehensive listing of by-laws and policies found in [Appendix A](#).

The following by-laws and policies were prepared for review by the Governance Committee, found in [Appendix B](#):

- G-B10 By-law No. 1 Management of Property
- G-100 Information Privacy and Confidentiality
- G-230 Procurement
- G-280 Board Size and Composition
- G-300 Board of Health Self-Assessment

- G-350 Nominations and Appointments to the Board of Health
- G-370 Board of Health Orientation and Development
- G-470 Annual Report
- G-480 Media Relations
- G-490 Board of Health Reports

Policy Development

Advocacy

One of the strategic initiatives identified on the 2018-2020 Balanced Scorecard is the administrative policy manual review, which is currently underway. An administrative policy pertaining to advocacy was approved by the Senior Leadership Team and implemented in December 2017. The purpose of this policy is to ensure all advocacy initiatives and strategies align with the Health Unit's vision, mission and values, and are approved by Senior Leadership and/or the Board of Health. As the Board of Health has a key role in this mandate, it is recommended that a related governance policy be developed pertaining to Board accountabilities and practices with respect to advocacy.

Next Steps

The Governance Committee has the opportunity to review the appended by-laws and policies. Once the Governance Committee is satisfied with its review, the by-laws and policies will be forwarded to the Board of Health for approval.

The remaining policies due for review, along with the new policies recommended for development, will be brought forward to the Governance Committee for review in June 2019

This report was prepared by the Privacy, Risk and Governance Team, Healthy Organization Division.



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