

TO: Chair and Members of the Finance & Facilities Committee

FROM: Christopher Mackie, Medical Officer of Health / CEO

DATE: 2019 June 6

BY-LAW AND POLICY REVIEW

Recommendation

It is recommended that the Finance & Facilities Committee:

- 1) *Receive Report No. 021-19FFC re: “By-law and Policy Review” for information; and*
- 2) *Consider the governance by-laws and policies reviewed in this report, which relate to the financial operations of the Middlesex-London Health Unit, and refer them to the Governance Committee for final review prior to consideration by the Board of Health.*

Key Points

- The Board of Health is responsible for the Health Unit’s governance by-laws and policies.
- MLHU policy requires that governance by-laws and policies be reviewed at least every two years; additional review and revision of governance by-laws and policies can be initiated at any time.
- The by-laws and policies brought forward to the Finance & 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 prior to consideration by the Board of Health.

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. For greater detail, refer to [Report No. 018-16GC](#).

Policy Review

The following by-laws and policies, which have been prepared for review by the Finance & Facilities Committee in accordance with the two-year review cycle, may be found in [Appendix A](#):

- G-410 Board Member Remuneration
- G-B20 By-law No. 2 – Banking and Finance
- G-B40 By-law No. 4 – Duties of the Auditor

G-410 Board Member Remuneration and G-420 Travel Reimbursement were consolidated into a single policy that addresses both remuneration and reimbursement of expenses. Therefore policy G-420 has been decommissioned.

G-B20 By-law No. 2 – Banking and Finance was updated to reflect changes to cash-management processes, including use of cheque imaging, electronic signatures, and updates to the Summary of Banking Resolution for changes to authorized signors.

G-B40 By-law No. 4 – Duties of the Auditor was updated to align with auditor requirements set out in the *Municipal Act*, s. 296. Where the board represents more than one municipality, only the auditor of the municipality that is responsible for the largest share of the expenses of the board in that year is required to audit the board. The current policy states that “the Auditor shall be the same Auditor as the City of London may from time to time appoint.”

Next Steps

The Finance & 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 before being considered by the Board of Health.

This report was prepared by the Healthy Organization Division.



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