



TO: Chair and Members of the Finance and Facilities Committee

FROM: Christopher Mackie, Medical Officer of Health / CEO

DATE: 2019 September 5

BY-LAW AND POLICY REVIEW

Recommendation

It is recommended that the Finance and Facilities Committee:

- 1) *Receive Report No. 031-19FFC 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, found in [Appendix A](#):

- G-180 Financial Planning and Performance
- G-190 Asset Protection
- G-210 Investing
- G-240 Tangible Capital Assets
- G-310 Corporate Sponsorship
- G-320 Donations
- G-330 Gifts and Honoraria

G-180 Financial Planning and Performance underwent revisions to replace reference to the annual preparation of Planning and Budget Templates to the Annual Service Plan, which is a more granular program-based analysis of services provided by the Health Unit.

G-190 Asset Protection underwent minor editorial revisions for designating responsibility to administer asset protection and to secure evidence of insurance from the Health Unit's broker.

G-210 Investing policy is unchanged from the prior revision.

G-240 Tangible Capital Asset underwent substantial revisions to align the policy with current financial statement disclosures and to better align asset categories with the Health Units current investment in capital assets. Amortization rates for leasehold improvements were adjusted to account for anticipated useful life for relocation fit-up costs.

G-310 Corporate Sponsorship is unchanged from the previous revision.

G-320 Donations policy had a minor editorial change to clarify what forms of cash were acceptable for donations.

G-330 Gifts and Honoraria was expanded to provide comprehensive guidance to identify types of gifts that can and cannot be accepted, internal protocol to monitor and disclose gifts received, and expansion of guidelines for treatment of honoraria received and for honoraria paid by the Health Unit.

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.

This report was prepared by Healthy Organization Division.



Alexander Summers, Associate Medical Officer of Health



Maureen Rowlands, Director, Healthy Living

On behalf of Christopher Mackie, Medical Officer of Health / CEO