

TO: Chair and Members of the Finance & Facilities Committee

FROM: Christopher Mackie, Medical Officer of Health / CEO

DATE: 2019 October 31

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## POLICY REVIEW

### Recommendation

*It is recommended that the Finance & Facilities Committee:*

- 1) *Receive Report No. 035-19FFC for information; and*
- 2) *Endorse the governance policies outlined within this report, which relate to the financial operations of the Middlesex-London Health Unit, and refer them to the 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 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 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 policies were prepared for review by the Finance and Facilities Committee in accordance with the two-year review cycle, found in [Appendix A](#):

- G-200 Approval and Signing Authority
- G-220 Contractual Services
- G-250 Reserve and Reserve Funds

**G-200 Approval and Signing Authority** policy underwent significant revision including clear delineation of financial and non-financial signing authority. Appendices were added setting out a) financial signing authority limits for submitters and approvers, b) specific signing authority to engage the Health Unit in non-financial contracts and c) a comprehensive contract review checklist.

**G-220 Contractual Services** policy underwent editorial revisions, including replacement of approval and signing authority-related content with reference to Policy G-200 Approval and Signing Authority, and contract terms incorporated in an appended contract review checklist.

**G-250 Reserve and Reserve Funds** policy underwent minor editorial revisions. In addition, the Accumulated Sick Leave Reserve, the Environmental – Septic Tank Reserve and the Dental Treatment Reserve will be recommended to be closed.

### **Next Steps**

The Finance & Facilities Committee has the opportunity to review the appended revised policies.

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

This report was prepared by Healthy Organization Division.



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