

TO: Chair and Members of the Governance Committee

FROM: Christopher Mackie, Medical Officer of Health / CEO

DATE: 2019 November 21

GOVERNANCE POLICY REVIEW AND DEVELOPMENT

Recommendation

It is recommended that the Governance Committee recommend that the Board of Health:

- 1) *Receive Report No. 016-19GC re: “Governance Policy Review and Development” for information; and*
- 2) *Approve the governance policies as appended to 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 policies brought forward to the Governance Committee have been reviewed by Health Unit staff and by the Finance & Facilities Committee (where they relate to financial operations) and updated to enhance clarity and ensure continued compliance with applicable standards, legislation, and agreements.

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 following policies (see [Appendix B](#)) have been prepared for review by the Governance Committee:

- G-050 MOH/CEO Performance Appraisal
- G-080 Occupational Health and Safety
- G-200 Approval and Signing Authority
- G-220 Contractual Services
- G-230 Procurement
- G-250 Reserve and Reserve Funds
- G-395 Local Health Integration Network Relationships

[Appendix A](#) details the recommendations for each of these policies.

Policies G-200, G-220, G-230, and G-250 were reviewed and approved by the Finance & Facilities Committee on October 31, 2019.

New Policy Management System

One of the strategic initiatives identified on the 2018–20 Balanced Scorecard is the administrative policy manual review, currently underway. Implementation of a policy management software solution (PolicyManager) as part of this initiative will enable improvements to both administrative and governance policy manual oversight. The go-live for administrative policies was October 28, 2019, while the go-live for governance by-laws and policies is scheduled for December 1. Governance by-laws and policies may be accessed by visiting the Board of Health section on MLHU's public website (the Governance Policy Manual will simply open in PolicyManager).

Next Steps

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

This report was prepared by the Healthy Organization Division.



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