



TO: Chair and Members of the Governance Committee

FROM: Christopher Mackie, Medical Officer of Health / CEO

DATE: 2020 February 27

GOVERNANCE BY-LAW AND POLICY REVIEW

Recommendation

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

- 1) Receive Report No. 003-20GC re: “Governance By-law and Policy Review” for information; and*
- 2) Approve the governance by-laws and 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 by-laws and policies brought forward to the Governance Committee have been reviewed by Health Unit staff and by the Finance & Facilities Committee (where these relate to the 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 Standards and advice obtained through legal counsel. Refer to [Report No. 018-16GC](#).

Policy Review

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

- G-030 MOH/CEO Position Description
- G-290 Standing and Ad Hoc Committees
- G-380 Conflicts of Interest and Declaration
- G-B30 By-law No. 3 - Proceedings of the Board of Health

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

Policy G-290 Appendices C (FFC Terms of Reference) and D (FFC Reporting Calendar) were reviewed and approved by the Finance & Facilities Committee at its February 6, 2020 meeting.

Next Steps

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

This report was prepared by the Healthy Organization Division.

A handwritten signature in black ink, appearing to read 'C. Mackie'.

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