

**AGENDA**  
**MIDDLESEX-LONDON BOARD OF HEALTH**  
**Governance Committee**

Middlesex-London Board of Health Boardroom  
Citi Plaza  
Microsoft Teams  
Thursday, October 15, 2020 6:00 p.m.

**1. DISCLOSURE OF CONFLICTS OF INTEREST**

**2. APPROVAL OF AGENDA**

**3. APPROVAL OF MINUTES – July 16, 2020**

**4. NEW BUSINESS**

4.1 Governance Policy Review (Report No. 012-20GC)

**5. OTHER BUSINESS**

Next meeting: TBD, 2021

**6. CONFIDENTIAL**

The Governance Committee will move in-camera to consider matters regarding labour relations and identifiable individuals.

**7. ADJOURNMENT**



**PUBLIC SESSION – MINUTES**  
**MIDDLESEX-LONDON BOARD OF HEALTH**  
**GOVERNANCE COMMITTEE**

Thursday, July 16, 2020, 5:30 p.m.  
Microsoft Teams & MLHU Boardroom

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**MEMBERS PRESENT:** Ms. Aina DeViet (Committee Chair)  
Ms. Maureen Cassidy  
Ms. Arielle Kayabaga  
Mr. Ian Peer  
Mr. Bob Parker

**OTHERS PRESENT:** Ms. Kelly Elliott, Board Member  
Mr. Matt Reid, Board Member  
Mr. John Brennan, Board Member  
Dr. Chris Mackie, Medical Officer of Health  
Dr. Alex Summers, Associate Medical Officer of Health  
Dr. Michael Clarke, CEO (Interim)  
Ms. Nicole Gauthier, Acting Director, Healthy Organization, and Manager,  
Privacy, Risk and Governance  
Ms. Elizabeth Milne, Executive Assistant to the Board of Health and  
Communications Coordinator  
Ms. Svetlana Mutlak, Executive Assistant, Healthy Organization (Recorder)  
Mr. Stephen Turner, Director, Environmental Health and Infectious Diseases  
Ms. Maureen Rowlands, Director, Healthy Living  
Ms. Heather Lokko, Director, Healthy Start and Chief Nursing Officer  
Mr. Joe Belancic, Manager, Procurement and Operations  
Mr. Jeff Cameron, Manager, IT

Ms. DeViet called the meeting to order at 5:32 p.m.

**DISCLOSURE OF CONFLICT OF INTEREST**

Chair DeViet inquired if there were disclosures of conflicts of interest to be declared. None were declared.

**APPROVAL OF AGENDA**

It was moved by Mr. Peer, seconded by Mr. Parker, *that the AGENDA for the July 16, 2020 Governance Committee meeting be approved.*

Carried

**APPROVAL OF MINUTES**

It was moved by Mr. Parker, seconded by Mr. Peer, *that the MINUTES of the June 18, 2020 Governance Committee meeting be approved.*

Carried

**NEW BUSINESS**

**Governance By-law and Policy Review (Report No. 011-20GC)**

Dr. Mackie introduced Ms. Gauthier to present the report and advise the Committee on the amendments made to the by-laws with regards to Special Meetings.

[Please note: it was noted after the meeting that the wrong version of the by-laws was appended to Report 011-20 itself; the correct version of the by-laws approved as part of this report was included in the [Complete Agenda Package](#). Report 011-20GC was updated to reflect the correct version of the by-laws on Friday, July 17, 2020, and also appended to these minutes.]

It was moved by Mr. Parker, seconded by Ms. Cassidy, *that the Governance Committee recommend the Board of Health:*

- 1) *Receive Report No. 011-20 re: "By-Law Amendment Regarding Special Meetings"; and*
- 2) *Approve the amendment to governance By-law #3 ([Appendix A](#)).*

Carried

### **OTHER BUSINESS**

The next meeting of the Governance Committee will be held on Thursday, October 15, 2020

### **CONFIDENTIAL**

At 5:35 p.m. it was moved by Mr. Peer, seconded by Ms. Cassidy, *that the Governance Committee move in-camera to consider matters regarding labour relations, identifiable individuals and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

Carried

At 6:24 p.m. it was moved by Mr. Peer seconded by Ms. Cassidy, *that the Governance Committee return to public session.*

Carried

### **ADJOURNMENT**

At 6:24 p.m., it was moved by Mr. Peer, seconded by Ms. Cassidy, *that the meeting be adjourned.*

Carried

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**AINA DEVIET**  
Committee Chair

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**CHRISTOPHER MACKIE**  
Secretary-Treasurer

TO: Chair and Members of the Board of Health

FROM: Christopher Mackie, Medical Officer of Health  
Michael Clarke, CEO (Interim)

DATE: 2020 October 15

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## 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. 012-20GC re: “Governance By-Law and Policy Review”;*
- 2) *Approve the new governance policy review process appended to this report ([Appendix A](#)); and*
- 3) *Approve the governance policy appended to this report ([Appendix D](#)).*

### 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. A new governance policy review process (included as [Appendix A](#) to this report) is being recommended to better support the Committee in carrying out its duties.
- The approved policy model requires that governance by-laws and policies be reviewed at least every two years. As outlined in [Report No. 006-20GC](#), review of several governance policies was deferred due to the COVID-19 pandemic. There are currently 12 governance policies that are past due for review and an additional 12 that are coming due for review within the next six (6) months (outlined in Appendices [B](#) and [C](#) to this report).
- In accordance with the annual review requirements set out in the Occupational Health and Safety Act, Policy G-080 Occupational Health and Safety ([Appendix D](#)) has been reviewed and no changes are recommended.

### Background

In accordance with the Governance Committee Terms of Reference (Policy G-290 Standing and Ad Hoc Committees), duties of the Governance Committee include making recommendations on governance policy and by-law development and review. The Governance Committee meets three (3) times per year to review policies that are due for review in accordance with the Governance Reporting Calendar.

Middlesex-London Health Unit (MLHU) administration assists with monitoring and reporting the status of governance policies and by-laws to the Governance Committee. In addition, recommended changes to governance policies and by-laws are proposed by MLHU administration, based on their initial review, and brought forward to the Committee for their review at the next meeting. Committee members receive a package of policies that have been prepared for their review approximately one week prior to the committee meeting. Policy consultation takes place during the Governance Committee meeting and proposed revisions are collated by MLHU administration and brought forward for approval at a subsequent meeting.

## Governance Policy Review Process

Discussions with the Board Chair, Governance Committee Chair and MLHU administration have occurred to review the process and roles for governance policy review to ensure duties outlined in the Governance Committee Terms of Reference are carried out efficiently and effectively.

Based on these discussions, a new governance policy review process (included as Appendix A to this report) is recommended to empower the Governance Committee Chair to take on a more active role in the review process and enable stronger engagement of Committee members in shaping governance policies and by-laws. The revised process was developed with the specific goals of increasing efficiency and reducing workload for Governance Committee members by spacing out the time period for reviewing policies. MLHU administration would continue to provide support to the Committee with the monitoring, reporting and administration of the policy review process

## Policy Review

As outlined in [Report No. 006-20GC](#), review of several governance policies was deferred due to the COVID-19 pandemic. There are currently 12 governance policies that are past due for review and an additional 12 that are coming due for review within the next six (6) months – see Appendices B and C.

In accordance with annual review requirements set out in the Occupational Health and Safety Act, Policy G-080 Occupational Health and Safety (Appendix D) has been prepared for review by the Governance Committee. No revisions are being proposed.

## Next Steps

The Governance Committee recommend that the Board of Health approve the new governance policy review process.

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

This report was prepared by the Strategic Projects Team, Healthy Organization Division.



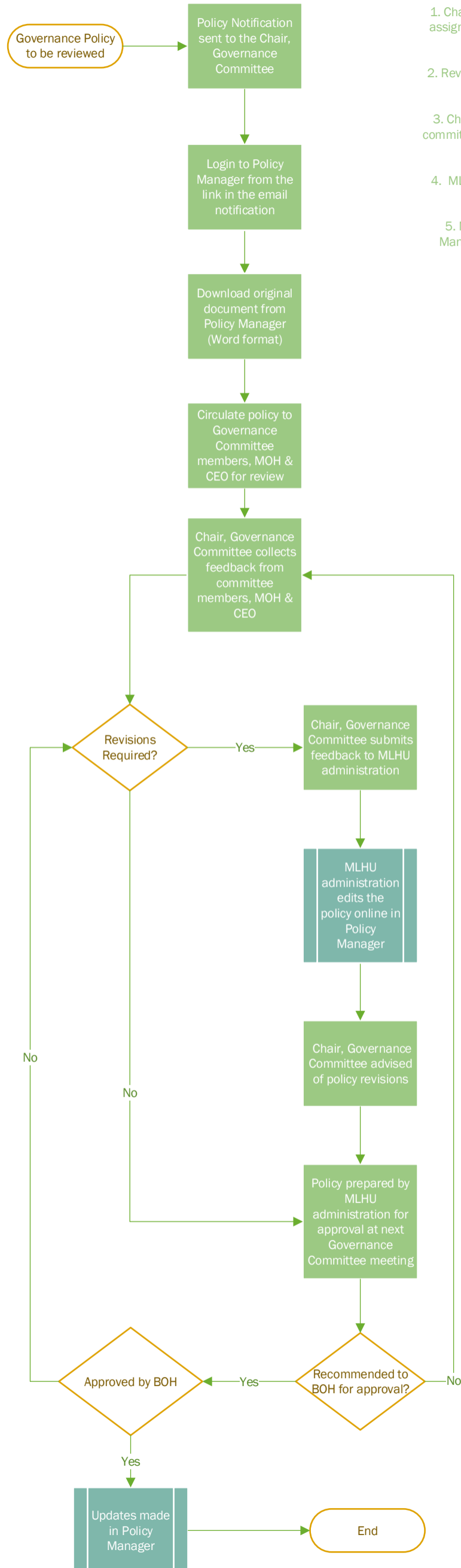
Christopher Mackie, MD, MHSc, CCFP, FRCPC  
Medical Officer of Health



Michael Clarke, PhD  
CEO (Interim)

Notes

1. Chair, Governance Committee and Manager, Strategic Projects assigned to the "Governance Committee" team in Policy Manager and designated as a reviewer.
2. Reviewers receive notifications when policies are due for review on the 25<sup>th</sup> of every month.
3. Chair, Governance Committee will circulate the policy to other committee members via email and collect feedback by the 1<sup>st</sup> of the month.
4. MLHU administration may be the Manager, Strategic Project / Manager, Privacy, Risk & Governance.
5. MLHU administration is responsible for the edits in Policy Manager and oversees the publishing of all approved policies.



Document Name	Next Review	Last Review
G-040 MOH/CEO Selection and Succession Planning	10/19/2019	10/19/2017
G-150 Complaints	06/21/2020	06/21/2018
G-260 App A - Governance Principles and Board Accountability	06/21/2020	06/21/2018
G-260 Governance Principles and Board Accountability	06/21/2020	06/21/2018
G-270 App A - Board Member Role Description	06/21/2020	06/21/2018
G-270 App B - Chair and Vice-Chair Role Description	06/21/2020	06/21/2018
G-270 App C - Secretary-Treasurer Role Description	06/21/2020	06/21/2018
G-270 Roles and Responsibilities of Individual Board Members	06/21/2020	06/21/2018
G-360 Resignation and Removal of Board Members	06/21/2020	06/21/2018
G-400 Political Activities	06/21/2020	06/21/2018
G-430 Informing of Financial Obligations	06/21/2020	06/21/2018
G-205 Borrowing	09/20/2020	09/20/2018

Document Name	Next Review	Last Review
G-000 Bylaws, Policy and Procedures	11/15/2020	11/15/2018
G-010 Strategic Planning	11/15/2020	11/15/2018
G-080 Occupational Health and Safety	11/21/2020	11/21/2019
G-100 Privacy and Freedom of Information	03/21/2021	03/21/2019
G-160 Jordan's Principle	11/15/2020	11/15/2018
G-280 Board Size and Composition	03/21/2021	03/21/2019
G-300 Board of Health Self-Assessment	03/21/2021	03/21/2019
G-370 Board of Health Orientation and Development	03/21/2021	03/21/2019
G-470 Annual Report	03/21/2021	03/21/2019
G-480 Media Relations	03/21/2021	03/21/2019
G-490 Board of Health Reports	03/21/2021	03/21/2019
G-B10 By-law No. 1 Management of Property	03/21/2021	03/21/2019

Appendix C  
Report No.012-20GC



# **OCCUPATIONAL HEALTH AND SAFETY**

## **PURPOSE**

To facilitate the Board of Health's compliance with applicable governance and accountability requirements outlined within the Occupational Health and Safety Act (OHSA) and the applicable regulations with respect to the duties of the employer.

## **POLICY**

The Board of Health recognizes its ethical and legal obligations to ensure a safe and healthy work environment for Middlesex-London Health Unit (MLHU) employees and students.

All workplace parties are accountable for the prevention of work-related incidents, injuries and illness by maintaining an Internal Responsibility System (IRS) and by taking every precaution reasonable to protect the health and safety workers.

Board members are accountable for taking all reasonable care to ensure that MLHU is in compliance with the Occupational Health and Safety Act as its applicable regulations.

The Board of Health designates from among its members the Board Chair to serve as the employer of the institution for the purposes of the OHSA; and further delegates the duties and responsibilities of the employer outlined in the OHSA to the Medical Officer of Health and Chief Executive Officer (MOH/CEO). The day-to-day administration and management of MLHU's Occupational Health and Safety Program is facilitated by the Manager, Human Resources Manager, who reports to the Director, Healthy Organization.

The Board shall be informed of all significant health and safety risks, including employee incidents and investigations through an annual report summarizing the health and safety program, or more often, as needed.

## **APPLICABLE LEGISLATION AND STANDARDS**

Occupational Health and Safety Act