

TO: Chair and Members of the Board of Health

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

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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.



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