



TO: Chair and Members of the Board of Health

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

DATE: 2020 November 05

GOVERNANCE POLICY AND BY-LAW REVIEW

Recommendation

It is recommended that the Finance and Facilities Committee recommend to the Board of Health to:

- 1) *Receive Report No. 030-20FFC re: “Governance Policy and By-Law Review”; and*
- 2) *Approve the new process for finance-related governance policies and by-laws appended to this report as [Appendix A](#).*

Key Points

- It is the responsibility of the Finance and Facilities Committee to make recommendations to the Board of Health regarding finance-related governance policies and by-laws.
- A new governance policy and by-law review process was approved by the Board of Health at its October 15, 2020 meeting, as outlined in [Report No. 012-20GC](#). A similar process is being recommended for finance-related governance policies and by-laws (included as [Appendix A](#) to this report) to align with the newly approved review process and to better support the Committee in carrying out its duties.
- The approved policy model requires that finance-related governance policies and by-laws 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. Two finance-related policies are currently past due for review and one is coming due for review in the next six months.

Background

In accordance with the Finance and Facilities Committee Terms of Reference (Policy G-290 Standing and Ad Hoc Committees), duties of the Finance and Facilities Committee include making recommendations on finance-related governance policy and by-law development and review.

Middlesex-London Health Unit (MLHU) administration assists with monitoring and reporting the status of finance-related governance policies and by-laws to the Finance and Facilities Committee. In addition, recommended changes to finance-related 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 Finance and Facilities Committee meeting and proposed revisions are collated by MLHU administration and brought forward to the Governance Committee for further review and recommendation for approval by the Board.

Governance Policy and By-law Review Process

On October 15, 2020, a new governance policy review process was approved by the Governance Committee and the Board of Health (outlined in [Report No. 012-20GC](#)). A similar process is recommended (included as [Appendix A](#) to this report) to ensure that finance-related governance policies and by-laws are reviewed in a timely manner and to align with the review and approval process for all governance policies and by-laws. MLHU administration would continue to provide support to the Committee with the monitoring, reporting and administration of the policy review process.

Policy and By-law Review

As outlined in [Report No. 006-20GC](#), review of several governance policies was deferred due to the COVID-19 pandemic. There are currently two (2) finance-related governance policies that are past due for review:

- G-430 Informing of Financial Obligations
- G-205 Borrowing

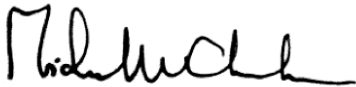
Next Steps

The Finance and Facilities Committee recommend that the Board of Health approve and implement the new review process for finance-related governance policies and by-laws.

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)