



TO: Chair and Members of the Governance Committee

FROM: Christopher Mackie, Medical Officer of Health
Emily Williams, CEO (Interim)

DATE: 2021 October 21

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. 22-21GC re: “Governance By-law and Policy Review” for information; and*
- 2) *Approve the governance policies appended to this report ([Appendix B](#)).*

Key Points

- It is the responsibility of the Governance Committee to make recommendations to the Board of Health regarding the review and development of governance by-laws and policies.
- [Appendix A](#) details recommended changes to the by-laws and policies that have been reviewed and outlines the status of all documents contained within the Governance Manual.
- There are 14 policies that have been prepared for review by the Governance Committee ([Appendix B](#)).
- There are seven (7) by-laws/policies that remain overdue and are scheduled to be reviewed by the Governance Committee during the month of October.
- An additional four (4) by-laws/policies are coming due for review and are scheduled to be reviewed before the end of the calendar year.

Background

In 2016, the Board of Health (BOH) approved a plan for the 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](#). The Governance Committee had been actively reviewing the overdue policies during the first half of 2021; however, this activity was paused during Q2 to focus on the COVID-19 vaccination campaign.

Policy Review

There are 14 by-laws/policies included as [Appendix B](#) that have been prepared for review by the Governance Committee:

- G-030 MOH and CEO Position Descriptions
- G-050 MOH/CEO Performance Appraisal
- G-120 Risk Management
- G-280 Board Size and Composition
- G-300 Board of Health Self-Assessment
- G-350 Nominations and Appointments to the Board of Health
- G-370 Board of Health Orientation and Development
- G-410 Board Member Remuneration and Expenses

- G-470 Annual Report
- G-480 Media Relations
- G-490 Board of Health Reports
- G-B10 By-law No. 1 Management of Property
- G-B20 By-law No. 2 Banking and Finance
- G-B40 By-law No. 4 Duties of the Auditor

[Appendix A](#) to this report details the recommended changes for the above by-laws/policies as well as the status of all documents contained within the Governance Manual. There are a number of policies that have been identified that require updating to reflect the separation of the MOH and CEO roles. Refer to [Appendix C](#) for a list of policies contained within the Governance Manual to be updated.

There is a total of 43 by-laws/policies and seven (7) of these are overdue for review as of October 1, 2021. The overdue policies are scheduled to be reviewed by the Governance Committee during the month of October to be brought forward for approval at its meeting on November 18, 2021. There are four (4) policies that are coming due for review in November to be brought forward for approval in the month of December. Following this timeline will bring the Governance Policy Manual up to date before the end of the current year.

Next Steps

The Governance Committee needs to review and approve the appended by-laws/policies and update those identified in [Appendix C](#). Once the Governance Committee is satisfied with its review, the policies will be forwarded to the Board of Health for approval. In addition, the Governance Committee needs to review the established timeline for ensuring that all overdue by-laws/policies, as well as those that are coming due, can be reviewed before the end of the current year.

This report was prepared by the Manager, Strategy, Risk and Privacy.



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



Emily Williams, BScN, RN, MBA
CEO (Interim)