



TO: Chair and Members of the Governance Committee

FROM: Emily Williams, CEO (Interim)

DATE: 2021 November 18

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. 23-21GC 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 eight (8) policies that have been prepared for review by the Governance Committee ([Appendix B](#)).
- There are three (3) policies that are coming due during the month of November.
- The Governance Policy Manual is current and up to date.

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 eight (8) by-laws/policies included as [Appendix B](#) that have been prepared for review by the Governance Committee:

- G-180 Financial Planning and Performance
- G-190 Asset Protection
- G-200 Approval and Signing Authority
- G-210 Investing
- G-240 Tangible Capital Assets
- G-310 Corporate Sponsorship
- G-320 Donations
- G-330 Gifts and Honoraria

[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 is a total of 43 by-laws/policies and of these there are only three (3) remaining that are coming due for review at the end of November 2021. Following the review of the remaining three (3) policies, the Governance Policy Manual will be current and up to date.

Next Steps

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

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

A handwritten signature in cursive script that reads "EWilliams".

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