



TO: Chair and Members of the Board of Health

FROM: Emily Williams, Chief Executive Officer (Interim)

DATE: 2021 December 9

GOVERNANCE BY-LAW AND POLICY REVIEW

Recommendation

It is recommended that the Board of Health:

- 1) *Receive Report No. 54-21 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 Board of Health to review and approve governance by-laws and policies.
- [Appendix A](#) details recommended changes to the by-laws and policies that have been reviewed by the subcommittees of the Board and outlines the status of all documents contained within the Governance Manual.
- There are three (3) policies that have been prepared for review by the Board of Health ([Appendix B](#)).
- The review of all policies and by-laws identified for review in 2021 has been completed.

Background

In 2016, the Board of Health (BOH) approved a plan for 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. 18-16GC](#). The Governance Committee has been actively reviewing the overdue policies throughout the year and there were three (3) remaining policies identified for review by the end of 2021.

Policy Review

There are three (3) by-laws/policies included as [Appendix B](#) that have been prepared for approval by the Board of Health:

- G-220 Contractual Services
- G-230 Procurement
- G-250 Reserve and Reserve Funds

[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 all policies that were identified for review in 2021 were reviewed. The Governance Policy manual is now current and up to date.

Next Steps

It is recommended that the Board of Health approve the policies as outlined in [Appendix B](#).

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

A handwritten signature in black ink that reads "EWilliams". The signature is written in a cursive, flowing style.

Emily Williams, BScN, RN, MBA
Chief Executive Officer (Interim)