


Policy Name:	PROGRAM AND SERVICE MONITORING AND EVALUATION		
Policy Number:	GOV-106	Formerly	BG-104
 West Elgin Community Health Centre	Creation Date: May 2000	Reviewed Date: September 2025	Approved by: Board of Directors

POLICY STATEMENT

The Board of Directors (the “Board”) regularly monitors the outcomes achieved through the programs and services provided at the West Elgin Community Health Centre (the “Centre”).

PROCEDURE

Under the terms of its Multi-Sectoral Accountability Agreement (M-SAA) with Ontario Health West, the Centre annually reports on the Centre’s program and service activity levels. The report shall be prepared by the Executive Director or designate and approved by the Board as part of the submission to the funder.

In addition, the Board will be provided in a timely manner with the summary information included in all quarterly reports required by the funder. Unless otherwise required by the funder, the Board or good governance practices, all other program evaluations and survey information submitted to the funder on behalf of the Centre only requires the approval of the Executive Director.

In addition, the Board will monitor the Centre’s program and service delivery through:

- Regular reporting on the Multi-Sectoral Accountability Agreement and financial results.
- Regular fiduciary and management reports.
- Regular program presentations by staff at Board meetings.
- Reports on funds received from other sources (e.g. United Way).
- Semi-annual updates on the Operational Plan that track progress on the Strategic Plan.
- Client satisfaction survey reports.