

TO: Chair and Members of the Board of Health

FROM: Christopher Mackie, Medical Officer of Health

DATE: 2014 January 15

ELECTION OF 2015 BOARD OF HEALTH EXECUTIVE AND OTHER PROCEDURES

Recommendations

It is recommended:

- 1) *That _____ be elected Chair of the Middlesex-London Board of Health for the year 2014; and further*
- 2) *That _____ be elected Vice-Chair of the Middlesex-London Board of Health for the year 2014; and further*
- 3) *That Dr. Christopher Mackie be elected Secretary-Treasurer of the Middlesex-London Board of Health; and further*
- 4) *That the Board of Health recognize the Finance and Facilities Committee and make the following appointments to the Committee:*

1. _____ *as Chair of the Board of Health*
2. _____ *as Vice-Chair of the Board of Health*
3. _____
4. _____
5. _____

- 5) *That the Board of Health recognize the Governance Committee and make the following appointments to the Committee:*

1. _____ *as Chair of the Board of Health*
2. _____ *as Vice-Chair of the Board of Health*
3. _____
4. _____
5. _____

Board Membership Update

The current Board of Health consists of the following Members:

1. **Five (5) Provincial Appointees:** Ms. Trish Fulton, Mr. Ian Peer, Ms. Viola Poletes Montgomery, Ms. Nancy Poole and Mr. Mark Studenny.
2. **Two (2) City of London Appointees who are elected members of London City Council:** Mr. Jesse Helmer and Mr. Stephen Turner and **one (1) City of London Citizen appointee** (appointed by the City of London Council): _____
3. **Three (3) Middlesex County Appointees appointed by County Council:** Mr. Marcel Meyer, Mr. Kurtis Smith and Ms. Joanne Vanderheyden

The terms of Board of Health Members can be found in [Appendix A](#).

Procedures for the First Meeting of the Year

Bylaw No. 3 of the Board of Health regulates the proceedings of the Board. Section 18.0 of this Bylaw addresses Elections and Appointment of Committees. It reads as follows:

- 18.1 *At the first meeting of each calendar year, the Board shall elect by a majority vote a Chair and a Vice-Chair for that year.*
- 18.2 *The Chair of the Board shall rotate on an annual basis to one of the representatives of the City of London, the County of Middlesex and the Province of Ontario. The Chair of the Board of Health shall be elected for one year by majority vote. The Chair may serve as Chair for a second year, if approved by a majority vote.*
- 18.3 *At the first meeting of each calendar year, the Board shall appoint the representative or representatives required to be appointed annually at the first meeting by the Board to other boards, bodies or commissions where appropriate.*
- 18.4 *The Board may appoint committees from time to time to consider such matters as specified by the Board. (e.g., Human Resources, Planning, etc.).*

Election of Executive Officers

Chair: As per the current Bylaw No. 3 Section 18, as stated above, the position of Chair rotates annually among the three representative bodies. The Chair for 2013 and 2014, Mr. Marcel Meyer, is a Middlesex County appointee.

Vice-Chair: Bylaw No. 3 Section 18 stipulates that the Vice-Chair is elected for a one year term. Mr. Stephen Orser, City of London appointee, was the 2014 Vice-Chair.

Secretary-Treasurer: Traditionally the Secretary-Treasurer functions have been served by the Medical Officer of Health and CEO.

Establishment of Standing Committees

In Section 1.3 (ii) of Board of Health Policy No. 1-010 Structure and Responsibilities of the Board of Health, the Board determines whether it wishes to establish one or more Standing Committees at its inaugural meeting of the year. In 2013, the Board of Health created the Finance and Facilities Standing Committee which meets the first Thursday of the month and/or at the call of the Committee Chair. At the December 2013 meeting, the Board created the Governance Committee which has been meeting quarterly or at the call of the Committee Chair, immediately preceding the Board of Health meeting.

1. Finance and Facilities Committee (The Terms of Reference is attached as [Appendix B](#))

The membership of the Committee will consist of a total of five (5) voting members. The members will include the Chair and Vice-Chair of the Board of Health and in total, the membership will contain at least one Middlesex County Board Member, one City of London Board Member and two provincial Board Members.

2. Governance Committee (The Terms of Reference is attached as [Appendix C](#))

The membership of the Committee will consist of a total of five (5) voting members. The members will include the Chair of the Board of Health and in total, the membership will contain at least one Middlesex County Board Member, one City of London Board Member and two provincial Board Members.

All Board of Health members are able to attend the Finance & Facilities and Governance Committees, but only Committee members can vote.

Meeting Schedule for 2015

At the November 20, 2014 Board of Health meeting, the Board members reviewed the 2015 Proposed Meeting Schedule. This Schedule is attached as [Appendix D](#) for approval by the Board of Health.



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

This report addresses Bylaw #3 as outlined in the MLHU Administration Policy Manual.
