



MIDDLESEX-LONDON HEALTH UNIT

REPORT NO. 01-21

TO: Chair and Members of the Board of Health

FROM: Christopher Mackie, Medical Officer of Health

DATE: 2021 January 21

ELECTION OF 2021 BOARD OF HEALTH EXECUTIVE AND OTHER PROCEDURES

Recommendations

It is recommended that the Board of Health:

- 1. Elect a Chair and a Vice-Chair for the current term;*
- 2. Appoint the Medical Officer of Health as Secretary-Treasurer for 2021; and*
- 3. Recognize and appoint members to the Finance & Facilities Committee and the Governance Committee, and the CEO Selection Committee.*

Board Membership Update

The Board of Health consists of the following Members:

- 1. Four provincial appointees:** Ms. Tino Kasi, Mr. Robert Parker, Mr. Michael Steele, and Mr. Aaron O'Donnell
- 2. Three City of London appointees:** Ms. Maureen Cassidy, Ms. Arielle Kayabaga, and Mr. Matt Reid; and
- 3. Three Middlesex County appointees:** Ms. Aina DeViet, Ms. Kelly Elliott, and Mr. John Brennan.

The terms of reference for Board of Health membership can be found in **Appendix A**.

Procedures for the First Meeting of the Year

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

- 18.1 At the first meeting of each calendar year the Board shall elect by a majority vote a Chair, Vice-Chair, and Secretary-Treasurer for that year.*
- 18.2 The Chair of the Board shall be elected for one year with a possible renewal of an additional year. The Chair shall rotate among the City, County and Provincial appointees.*
- 18.3 The Vice-Chair and Secretary-Treasurer shall be elected for a one-year term.*
- 18.4 The Secretary-Treasurer function is customarily performed by the Medical Officer of Health.*
- 18.5 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.*

18.6 *The Board may appoint committees from time to time to consider such matters as specified by the Board (e.g., Finance and Facilities, Governance, etc.).*

Election of Executive Officers

Chair: As per the current Bylaw No. 3, Section 18.2, as stated above, the Chair is elected for one year with a possible renewal of one additional year. The position rotates among the three representative bodies. The Chair for 2020 was Ms. Maureen Cassidy, a City of London appointee.

Vice-Chair: Bylaw No. 3, Section 18.3 stipulates that the Vice-Chair is elected for a one-year term. The Vice-Chair for 2020 was Ms. Aina DeViet, a County of Middlesex appointee.

Secretary-Treasurer: Bylaw No. 3, Section 18.4 states that the Secretary-Treasurer function is customarily performed by the Medical Officer of Health (referenced as Medical Officer of Health/CEO in the by-law).

Establishment of Standing Committees

Under 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 first meeting of the year. In 2013, the Board of Health created the Finance & Facilities Committee, a standing committee that meets the first Thursday of each month and/or at the call of the Committee Chair. At its December 2013 meeting, the Board created the Governance Committee, a standing committee that has been meeting quarterly, or at the call of the Committee Chair, immediately preceding the Board of Health meeting. It is noted that at the April 16, 2020 meeting of the Relocation Advisory Committee, it was moved by the members to disband the committee. The CEO Selection Committee was formed with Terms of Reference on October 15, 2020, which meets at the call of the Committee Chair.

1. Finance & Facilities Committee (terms of reference attached as **Appendix B**)

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

2. Governance Committee (terms of reference attached as **Appendix C**)

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

3. Ad Hoc Committee: CEO Selection Committee (terms of reference attached as **Appendix D**)

The membership of the Committee will consist of not more than four (4) voting members. The members will be the Chair and the Vice-Chair of the Board of Health, one Board member appointed by Middlesex County, one Board member appointed by the City of London and at least one Board member appointed by the Province of Ontario. Members will be selected notwithstanding their membership in any other standing committee.

All additional CEO Selection Committee members, including the individuals previously appointed (Ms. Maureen Cassidy, Ms. Aina DeViet and Mr. Bob Parker), will require (re)appointment.

All Board of Health members may attend meetings of the Finance & Facilities Committee, Governance Committee, and CEO Selection Committee, but only Committee members may vote.

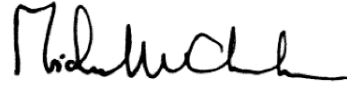
2021 Meeting Dates

2021 Meeting Dates are to be determined by approval of the Board of Health, as listed in **Appendix E**.

This report was prepared by the Office of the Medical Officer of Health and the Healthy Organization Division.



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Medical Officer of Health



Michael Clarke, PhD
Chief Executive Officer (Interim)