



MIDDLESEX-LONDON HEALTH UNIT

REPORT NO. 01-22

TO: Chair and Members of the Board of Health

FROM: Emily Williams, Chief Executive Officer

DATE: 2022 January 20

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**BOARD OF HEALTH BY-LAW NO.3 (PROCEDURAL BY-LAW) AND  
POLICY G-270 AMENDMENT**

***Recommendations***

*It is recommended that the Board of Health:*

- 1) Amend Board of Health By-Law #3, through a first, second, third and adoptive reading; and*
- 2) Amend Governance Policy G-270, including its Appendix C to note the division of the Secretary and Treasurer roles.*

**Background**

As of December 31, 2021, the Secretary and Treasurer roles will be separated and may be performed by any member (appointed and/or ex-officio) of the Board of Health with the requisite skill set. This will be determined on an annual basis in accordance with the appropriate by-law procedure.

**Next Steps**

For the Board of Health to proceed with election of officers at the inaugural meeting, an amendment to By-law No. 3, also known as the “Procedural By-law” ([Appendix A](#)) will need to be approved by the Board. This draft amendment includes changes to note the division of the Secretary and Treasurer roles and the signing authority on future by-laws for these positions. To approve this amendment, the Board must read the by-law with a confirming mover and seconder three times, with the final reading to adopt the amended by-law.

Additionally, it is also recommended for the Board to amend Governance Policy G-270 ([Appendix B](#)), specifically Appendix C to note the split of the Secretary and Treasurer roles ([Appendix C](#)).

This report was prepared by the Chief Executive Officer.

A handwritten signature in cursive script that reads 'E Williams'.

Emily Williams, BScN, RN, MBA, CHE  
Chief Executive Officer