



TO: Members of the Performance Appraisal Committee

FROM: Matt Reid, Chair, Board of Health

DATE: 2022 July 7

2022 MEDICAL OFFICER OF HEALTH AND CHIEF EXECUTIVE OFFICER PERFORMANCE APPRAISALS PROCEDURES

Recommendations

It is recommended that the Performance Appraisal Committee recommend to the Board of Health to:

- 1) *Receive Report No. 01-22PA, re: “2022 Medical Officers of Health and Chief Executive Officer Performance Appraisals Procedures” for information;*
- 2) *Revise the Appendices to Policy G-050 “MOH and CEO Performance Appraisals Procedure” to reflect the Performance Appraisal Committee as a standing committee ([Appendix A](#));*
- 3) *Approve the performance appraisal process, supporting documents, and timelines ([Appendix A](#)); and,*
- 4) *Direct staff to action the activities outlined in the MOH and CEO Performance Appraisals Checklist, as amended ([Appendix A](#)).*

Key Points

- At the June 16, 2022 meeting of the Board of Health, the Performance Appraisal Committee was made a standing committee of the Board of Health and the Performance Appraisal Committee for 2022 was struck.
- The appendices associated with Policy G-050 require updating to reflect the Performance Appraisal Committee’s status as a standing committee.
- Appendix A to Policy G-050 outlines the procedure for the performance appraisals.

Background

At the June 16, 2022 meeting of the Middlesex-London Board of Health, the Board approved Policy G-290 “Standing and Ad Hoc Committees” ([Report No. 10-22GC](#)) which changed the Performance Appraisal Committee from an ad hoc sub-committee of the Governance Committee to a standing committee of the Board of Health. It was also moved and carried that the Performance Appraisal Committee for 2022 be struck.

The most recent performance appraisal of the current Chief Executive Officer (CEO) was conducted in 2021; a performance appraisal of the current Medical Officer of Health (MOH) has not yet been conducted.

The Performance Appraisal Tools for the MLHUs MOH and CEO were developed in 2015 following a review of the Ontario Public Health Organizational Standards, templates provided by the Association of Local Public Health Agencies, best practices for performance appraisals, and input from the Governance Committee. In 2021, these tools were updated and the process of collecting feedback to inform the appraisal was simplified by utilizing available technology in the form of an on-line 360-degree feedback tool facilitated by The Achievement Centre. The Board of Health renewed its approval of this appraisal process when the Board approved Policy G-050 Medical Officer of Health and Chief Executive Officer Performance Appraisal in 2021.

Revising Appendices to Policy G-050

With the approval of the Performance Appraisal Committee as a standing committee, the appendices to Policy G-050, which identify the committee as a sub-committee of the Governance Committee, require revisions to reflect the Performance Appraisal Committee's status as a standing committee. Proposed revisions are included as [Appendix A](#) for review and approval by the Board of Health.

Next Steps

It is recommended that the Board of Health approve the appendices as outlined in [Appendix A](#) and approve the performance appraisal process, supporting documents, and timelines contained therein, as well as to direct staff to action the activities outlined in the MOH and CEO Performance Appraisals Checklist.

This report was prepared by the Chair, Board of Health.

A handwritten signature in black ink that reads "Matthew Reid". The signature is written in a cursive, slightly slanted style.

Matthew Reid
Chair, Middlesex-London Board of Health