



TO: Chair and Members of the Board of Health

FROM: Emily Williams, Chief Executive Officer

DATE: 2023 January 19

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## ELECTION OF 2023 BOARD OF HEALTH EXECUTIVE AND OTHER PROCEDURES

### Recommendation

*It is recommended that the Board of Health:*

1. *Appoint a Chair for the 2023 term;*
2. *Appoint a Vice-Chair for the 2023 term;*
3. *Appoint a Secretary for the Board of Health for 2023 term;*
4. *Appoint a Treasurer for the Board of Health for the 2023 term;*
5. *Approve 2023 Board of Health meeting dates as amended.*

### Key Points

- Per Board of Health By-law No. 3, Section 18.0 notes that the Board must elect by majority vote a Chair, Vice-Chair, Secretary and Treasurer.
- The outgoing 2022 Board of Health Executive is:
  - Mr. Matt Reid – Chair
  - Ms. Kelly Elliott – Vice-Chair
  - Ms. Emily Williams – Secretary
  - Ms. Emily Williams - Treasurer
- Amended meeting dates for the 2023 Board of Health schedule must be approved, which includes proposed changes to the meeting schedule for the Performance Appraisal Committee.

### Board Membership Update

The Board of Health consists of the following Members:

1. **Five provincial appointees:** Ms. Tino Kasi, Mr. Michael Steele, and Mr. Selomon Menghsha (currently there are two vacancies)
2. **Three City of London appointees:** Mr. Matt Reid, Mr. Peter Cuddy, and Ms. Skylar Franke
3. **Three Middlesex County appointees:** Ms. Aina DeViet, Ms. Michelle Smibert, and Mr. Mike McGuire

The appointment list of the current Board of Health membership can be found in [Appendix A](#).

### Procedures for the First Meeting of the Year

Board of Health By-law No. 3 regulates the proceedings of the Board. Section 18.0 of this By-law 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, Secretary, and Treasurer for that year.*
- 18.2 *The Chair of the Board shall be selected by the voting members to serve for a term of one year. The Chair may be nominated to serve for a consecutive term.*

- 18.3 *The Vice-Chair, Secretary, and Treasurer shall be elected for a one-year term.*
- 18.4 *The Secretary and Treasurer are separate roles that 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.*
- 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, Medical Officer of Health and Chief Executive Officer Performance Review etc.).*

### **Election of Executive Officers**

**Chair:** As per the current By-law No. 3, Section 18.2, as stated above, the Chair is selected by the voting members to serve for a term of one year. The Chair may be nominated to serve for a consecutive term. The Chair for 2022 was Mr. Matt Reid, a City of London appointee.

**Vice-Chair:** By-law No. 3, Section 18.3 stipulates that the Vice-Chair is elected for a one-year term. The Vice-Chair for 2022 was Ms. Kelly Elliott, a former County of Middlesex appointee.

**Secretary:** By-law No. 3, Section 18.3 stipulates that the Secretary is elected for a one-year term. By-law No. 3, Section 18.4 states that the Secretary role may be performed by any member (appointed and/or ex-officio) of the Board with the requisite skill set. The Secretary for 2022 was Ms. Emily Williams, Chief Executive Officer.

**Treasurer:** By-law No. 3, Section 18.3 stipulates that the Treasurer is elected for a one-year term. By-law No. 3, Section 18.4 states that the Treasurer role may be performed by any member (appointed and/or ex-officio) of the Board with the requisite skill set. The Treasurer for 2022 was Ms. Emily Williams, Chief Executive Officer.

The outgoing 2022 Board of Health Executive is:

- Mr. Matt Reid – Chair
- Ms. Kelly Elliott – Vice-Chair
- Ms. Emily Williams – Secretary
- Ms. Emily Williams - Treasurer

### **2023 Draft Meeting Dates**

The 2022 meeting dates were previously approved by the Board of Health at the Thursday, December 15, 2022 meeting. It is noted there are proposed amendments to the dates of the Performance Appraisal Committee. The draft meeting dates are affixed to this report as [Appendix B](#).

This report was prepared by the Chief Executive Officer.

A handwritten signature in black ink that reads "EWilliams". The signature is written in a cursive, flowing style.

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