



TO: Chair and Members of the Performance Appraisal Committee

FROM: Matt Reid, Chair, Board of Health

DATE: 2023 March 16

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## 2023 MEDICAL OFFICER OF HEALTH AND CHIEF EXECUTIVE OFFICER PERFORMANCE APPRAISALS PROCEDURES

### **Recommendation**

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

- 1) Receive Report No. 01-23PA, re: 2023 Medical Officer of Health and Chief Executive Officer Performance Appraisals Procedures for information;*
- 2) Amend the Appendices to Policy G-050 MOH and CEO Performance Appraisals Procedure to conduct a 360 external partner Performance Appraisal process on a bi-annual basis;*
- 3) Amend the Appendices to Policy G-050 MOH and CEO Performance Appraisals Procedure to conduct an internal Performance Appraisal process on an annual basis; and*
- 4) Approve the performance appraisal process, supporting documents, and timelines 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.
- It is proposed that the appendices associated with Policy G-050 be updated to have the 360 external Performance Appraisal process conducted on a bi-annual basis and the internal Performance Appraisal process conducted on an annual basis.
- [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 Medical Officer of Health (MOH) and Chief Executive Officer (CEO) was conducted in 2022.

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. 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 2022.

## Revising Appendices to Policy G-050

The performance appraisal tool is a comprehensive 360-degree evaluation, requiring extensive input from a broad group of stakeholders, both internal and external to the organization. It is proposed that the external 360 Performance Appraisal process occurs in a bi-annual cadence to ensure stakeholders asked to provide feedback remain engaged in the process, recognizing that it is time-consuming to participate. An internal Performance Appraisal would occur annually. 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 changes as outlined in [Appendix A](#) and approve the performance appraisal process, supporting documents, and timelines contained therein, as well as direct staff to action the activities outlined in the MOH and CEO Performance Appraisals Checklist if applicable.

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.

Matt Reid  
Chair, Middlesex-London Board of Health