

MIDDLESEX-LONDON BOARD OF HEALTH

REPORT NO. 01-24GC

TO: Chair and Members of the Governance Committee
FROM: Emily Williams, Secretary
DATE: 2024 April 18

2024 GOVERNANCE COMMITTEE TERMS OF REFERENCE

Recommendation

It is recommended that the Governance Committee recommend to the Board of Health to receive Report No. 01-24GC re: “2024 Governance Committee Terms of Reference” for information.

Report Highlights

- The 2024 Board of Health reporting calendar, including the Governance Committee meetings, was approved at the January 18, 2024 Board of Health meeting ([Report No. 02-24](#)).
- Governance Committee Meetings are now biannually and starting at 6 p.m. before the regularly scheduled Board of Health meetings.
- The Terms of Reference for the Committee is affixed as [Appendix B](#). It is noted that there is one minor housekeeping change for the Committee’s consideration in the Governance Policy Review ([Report No. 02-24GC](#)) to change a previous manager title.

Governance Reporting Calendar for 2024

The governance section of the 2024 Board of Health Reporting Calendar provides a prudent and effective means of assessing reporting requirements, ensuring compliance with relevant statutes, and initiating a proactive approach to Board of Health accountability and performance. The Reporting Calendar is an account of the planned activities required of the Committee and Board. The reporting calendar was approved by the Board of Health at the January 18, 2024 Board of Health meeting ([Report No. 02-24](#)).

The items on the Reporting Calendar are organized around the requirements for the Governance Committee to provide administration and risk management of matters related to Board membership and recruitment, Board self-evaluation, and governance policy.

The approved reporting calendar is affixed as [Appendix A](#).

Governance Committee Terms of Reference for 2024

At the December 14, 2023 Board of Health meeting ([Report No. 85-23](#)), the Board of Health approved the change of Committee meeting cadences, which amended the Terms of Reference for the Governance Committee. The Governance Committee will now meet biannually in April and October at 6 p.m. before the regularly scheduled Board of Health meeting on those dates.

The Terms of Reference for the Committee is affixed as [Appendix B](#). It is noted that there is one minor housekeeping change for the Committee's consideration in the Governance Policy Review ([Report No. 02-24GC](#)) to change a previous manager title.

Next Steps

The Committee may decide to amend the Terms of Reference at their discretion. It is noted that the Committee is reviewing these Terms of Reference at the April 18, 2024 meeting as part of the Governance Policy Review for Policy G-290 Standing and Ad Hoc Committees.

This report was prepared by the Secretary of the Board of Health.



Emily Williams, BScN, RN, MBA, CHE
Secretary

This report refers to the following principle(s) set out in Policy G-490, Appendix A:

- The good governance and management practice requirements as outlined in the [Ontario Public Health Standards: Requirements for Programs, Services and Accountability](#).

This topic has been reviewed to be in alignment with goals under the Middlesex-London Health Unit's [Anti-Black Racism Plan](#) and [Taking Action for Reconciliation](#), specifically recommendation #43 (Governance and Leadership, Anti-Black Racism Plan).