

MIDDLESEX-LONDON BOARD OF HEALTH

REPORT NO. 01-25PAC

TO: Chair and Members of the Performance Appraisal Committee

FROM: Emily Williams, Secretary
Stephanie Egelton, Clerk, Board of Health

DATE: 2025 May 22

2025 PERFORMANCE APPRAISAL COMMITTEE TERMS OF REFERENCE

Recommendation

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

- 1) *Receive Report No. 01-25PAC re: “2025 Performance Appraisal Committee Terms of Reference” for information; and*
 - 2) *Approve the 2025 Performance Appraisal Committee Terms of Reference as amended.*
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Report Highlights

- The 2025 Board of Health reporting calendar, including the Performance Appraisal Committee deliverables were [approved as amended](#) (through the Finance and Facilities Committee) at the March 20, 2025 Board of Health meeting.
- Performance Appraisal Committee meetings are at the call of the Chair.

Performance Appraisal Committee Reporting Calendar for 2025

The Reporting Calendar is an account of the planned activities required of the Committee and Board. The 2025 Board of Health reporting calendar, including the Performance Appraisal Committee deliverables were [approved as amended](#) (through the Finance and Facilities Committee) at the March 20, 2025 Board of Health meeting.

Performance Appraisal Committee Terms of Reference for 2025

The draft Terms of Reference for the Committee are affixed as [Appendix A](#). There is one proposed minor housekeeping change to a staff support member title (Executive Assistant to Clerk).

Next Steps

The Committee is required to recommend approval to the Board of Health for the 2025 Terms of Reference.

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



Emily Williams, BScN, RN, MBA, CHE
Secretary



Stephanie Egelton, MPA, Dipl. M.A.
Clerk

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).