



TO: Chair and Members of the Board of Health
FROM: Emily Williams, Chief Executive Officer
DATE: 2022 January 20

ELECTION OF 2022 BOARD OF HEALTH EXECUTIVE AND OTHER PROCEDURES

Recommendations

It is recommended that the Board of Health:

- 1. Approve the Terms of Reference for the Finance & Facilities Committee;*
- 2. Approve the Terms of Reference for the Governance Committee;*
- 3. Elect a Chair for the 2022 term;*
- 4. Elect a Vice-Chair for the 2022 term;*
- 5. Appoint a Secretary for the Board of Health for 2022 term;*
- 6. Appoint a Treasurer for the Board of Health for the 2022 term;*
- 7. Appoint members to the Finance & Facilities Committee; and*
- 8. Appoint members to the Governance 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:** Ms. Maureen Cassidy, Mr. Matt Reid, and Ms. Mariam Hamou
- 3. Three Middlesex County appointees:** Ms. Aina DeViet, Ms. Kelly Elliott, and Mr. John Brennan.

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. It is noted that this by-law is draft until an amendment is approved by the Board of Health at the January 20, 2022 meeting:

- 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 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 2021 was Ms. Maureen Cassidy, 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 2021 was Ms. Aina DeViet, a 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 2021 was Dr. Christopher Mackie, Medical Officer of Health.

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 2021 was Dr. Christopher Mackie, Medical Officer of Health.

Establishment of Standing Committees

Under Section 2.1(b) of Board of Health Policy G-280 (Board Size and Composition), the Board determines whether it wishes to establish one or more standing committees at its first meeting of the year. In 2013, the Board of Health created the Finance & Facilities Committee, a standing committee that meets the first Thursday of each month and/or at the call of the Committee Chair. At its December 2013 meeting, the Board created the Governance Committee, a standing committee that met quarterly, or at the call of the Committee Chair, immediately preceding the Board of Health meeting. In 2021, the Governance Committee met eight times.

1. Finance & Facilities Committee

The Finance & Facilities Committee serves the Board of Health in an advisory and monitoring role in relation to the administration and risk management of the organization's finances and facilities.

A draft Terms of Reference, attached as [Appendix B](#), is submitted for the Board of Health's review and approval. Changes have been made to reflect the separation of the Medical Officer of Health (MOH) and Chief Executive Officer (CEO) roles and the division of their roles and responsibilities as set out in Policy G-030 MOH and CEO Position Descriptions.

It is recommended that the Finance & Facilities Committee review its Terms of Reference to ensure that all components (purpose, reporting relationship, membership, appointment of chair, term of office, duties, frequency of meetings, agendas and minutes, by-laws and review) remain relevant to the needs of the organization.

2. Governance Committee

The Governance Committee serves the Board of Health in an advisory and monitoring role in relation to the administration and risk management of matters related to Board membership and recruitment, Board self-evaluation, governance policy and strategy development.

A draft Terms of Reference, attached as [Appendix C](#), is submitted for the Board of Health's review and approval. Changes have been made to reflect the separation of the Medical Officer of Health (MOH) and Chief Executive Officer (CEO) roles and the division of their roles and responsibilities as set out in Policy G-030 MOH and CEO Position Descriptions. It is also recommended that the Committee continue to meet five (5) times per year as opposed to three (3) times per year as outlined in the previous terms of reference.

It is recommended that the Governance Committee review its Terms of Reference to ensure that all components (purpose, reporting relationship, membership, appointment of chair, term of office, duties, frequency of meetings, agendas and minutes, by-laws and review) remain relevant to the needs of the organization.

All Board of Health members may attend meetings of the Finance & Facilities Committee, Governance Committee and struck ad-hoc committees but only Committee members may vote.

2022 Meeting Dates

The 2022 meeting dates were approved by the Board of Health at the Thursday, December 9, 2021 meeting. The approved meeting dates are affixed to this report as [Appendix D](#).

This report was prepared by the Chief Executive Officer.

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

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