



TO: Chair and Members of the Board of Health

FROM: Emily Williams, Chief Executive Officer

DATE: 2023 January 19

AMENDMENTS TO BOARD COMMITTEE TERMS OF REFERENCE

Recommendations

It is recommended that the Board of Health:

1. *Approve the Terms of Reference for the Finance & Facilities Committee as amended in [Appendix A](#);*
2. *Approve the Terms of Reference for the Governance Committee as amended in [Appendix B](#); and,*
3. *Approve the Terms of Reference for the MOH and CEO Performance Appraisal Committee as amended in [Appendix C](#).*

Key Points

- Amendments are required for the Terms of Reference for the Finance and Facilities, Governance and Performance Appraisal Committees. Updates include changes to minimum membership, review periods and staff support.
- Due to two vacancies on the Board for provincial appointments, changes are proposed in the Terms of Reference for the Finance and Facilities and Governance Committees to create equity among membership between provincial appointees, County of Middlesex appointees and City of London appointees.

Background

Finance and Facilities and Governance Committees

As of 2023, there are two vacancies for provincially appointed board members to the Middlesex-London Board of Health. As a result of these vacancies, the three provincial appointees have had to take on more committee work due to the provisions of the standing committees' respective Terms of Reference.

As of January 12, 2023, the Public Appointments Secretariat of Ontario has not notified the Chair of any additional provincially appointed board members.

MOH and CEO Performance Appraisal Committee

Currently, a comprehensive 360 review of the MOH and CEO occurs on an annual basis, requiring the support of an external consultant, and the solicitation of feedback from large numbers of internal and external stakeholders. There are proposed changes to the annual reporting calendar.

Proposed Amendments to the Board Committees

Finance and Facilities and Governance Committees

The proposed amendments to the Finance and Facilities ([Appendix A](#)) and Governance ([Appendix B](#)) Committees' Terms of Reference include:

- The change of membership requirements to require at minimum one provincially appointed board member (previously two).

“The members will include the Chair and Vice-Chair of the Board of Health and in total, the membership will contain at least one Middlesex County Board member, one City of London Board member and ~~two~~ one provincial Board members”.

- The addition of language surrounding review periods of a Terms of Reference.

*“The Terms of Reference will be reviewed every two (2) years or **when an amendment is deemed necessary by the Committee or Board of Health**”.*

Medical Officer of Health and Chief Executive Officer Performance Appraisal Committee

In 2022, the Medical Officer of Health (MOH) and Chief Executive Officer (CEO) Performance Appraisal Committee was deemed a standing committee by the Board of Health. The proposed amendments to the MOH and CEO Performance Appraisal Committee’s Terms of Reference ([Appendix C](#)) include:

- The addition of language surrounding review periods of the Terms of Reference.

*“The Terms of Reference will be reviewed every two (2) years or **when an amendment is deemed necessary by the Committee or Board of Health**”.*

- The reporting calendar:

2023 Performance Appraisal Reporting Calendar	
<p>Q1 (Jan 1 to Mar 31) Meeting: March</p> <ul style="list-style-type: none"> • Approve Reporting Calendar • Initiate Terms of Reference Review (every two years) • Confirm Performance Appraisal process, supporting documents required and timelines for the year • Chair of the Board to conduct meetings with Board Members 	<p>Q2 (Apr 1 to Jun 30) Meetings: May and July</p> <ul style="list-style-type: none"> • Initiate the Performance Appraisal Process • Select Consultant to facilitate Performance Appraisal process • Complete Performance Appraisal for MOH and CEO.
<p>Q3 (Jul 1 to Sep 30) Meeting: October</p> <ul style="list-style-type: none"> • Debrief with Consultant • Chair of the Board to conduct meetings with direct reports of MOH and CEO • Review Performance Appraisal Reports • Report Performance Appraisal Reports to the Board of Health 	<p>Q4 (Oct 1 to Dec 31) Meeting: December</p> <ul style="list-style-type: none"> • Chair of the Board to conduct meetings with Board Members

<ul style="list-style-type: none">• <i>Report Performance Appraisal Reports to MOH and CEO</i>	
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This report was prepared by the Chief Executive Officer.



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