



TO: Chair and Members of the Board of Health

FROM: Emily Williams, Secretary and Treasurer

DATE: 2024 January 18

APPOINTMENT OF 2024 BOARD OF HEALTH COMMITTEES

Recommendation

It is recommended that the Board of Health:

- 1) *Appoint members to the Finance and Facilities Committee;*
- 2) *Appoint members to the Governance Committee;*
- 3) *Appoint members to the Performance Appraisal Committee; and*
- 4) *Approve the 2024 Board of Health and Committee Reporting Calendar ([Appendix A](#)).*

Key Points

- Per Board of Health By-law No. 3, Section 18.0 notes that the Board may strike and appoint committees for such matters defined by the Board. Currently, there are three committees:
 - Finance and Facilities;
 - Governance; and
 - Performance Appraisal.
- The Finance and Facilities and Governance Committees' membership must have at least:
 - One (1) provincial appointed member;
 - One (1) City of London appointed member;
 - One (1) County of Middlesex appointed member;
 - Chair of the Board; and
 - Vice Chair of the Board.
- A draft reporting calendar as [Appendix A](#) has also been affixed for the Board's consideration, with the changes reflected from the cadence and meeting frequency approvals from the December 14, 2023 Board of Health meeting ([Report No. 85-23](#)).
- At the December 14, 2023 Board of Health meeting, the Board approved amending the Terms of Reference to reflect changes to meeting cadences and start times for the Finance and Facilities and Governance Committee ([Report No. 85-23](#)):
 - Finance and Facilities will meet at 6 p.m. quarterly before the scheduled 7 p.m. Board of Health meeting.
 - Governance will meet at 6 p.m. biannually before the scheduled 7 p.m. Board of Health meeting.

Board Membership Update

The Board of Health consists of the following Members:

1. **Five provincial appointees (two vacancies):** Mike Steele, Selomon Menghsha and Howard Shears
2. **Three City of London appointees:** Matt Newton-Reid, Peter Cuddy and Skylar Franke
3. **Three Middlesex County appointees:** Aina DeViet, Michelle Smibert and Mike McGuire

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.

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.).

A draft reporting calendar as [Appendix A](#) has also been affixed for the Board's consideration, with the changes reflected from the cadence and meeting frequency approvals from the December 14, 2023 Board of Health meeting ([Report No. 85-23](#)).

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. The Board of Health has three standing committees: Finance and Facilities, Governance and MOH and CEO Performance Appraisal.

The Finance and Facilities and Governance Committees' membership must have at least:

- One (1) provincial appointed member;
- One (1) City of London appointed member;
- One (1) County of Middlesex appointed member;
- Chair of the Board; and
- Vice Chair of the Board.

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.

The Finance and Facilities Terms of Reference were amended by the Board at the December 14, 2023 meeting. Finance and Facilities will meet at 6 p.m. quarterly before the scheduled 7 p.m. Board of Health meeting.

2. Governance Committee

The Governance Committee serves the Board of Health in an advisory and monitoring role in relation to the performance evaluation of the MOH and CEO, and Governance policy and by-law development and review.

The Governance Committee Terms of Reference were amended by the Board at the December 14, 2023 meeting. Governance will meet at 6 p.m. biannually before the scheduled 7 p.m. Board of Health meeting.

3. Performance Appraisal Committee

The Performance Appraisal Committee serves to evaluate the performance of the Medical Officer of Health (MOH) and Chief Executive Officer (CEO). The committee's role is to assist and advise the Board of Health on how the MOH and CEO's performance reflects the health unit's values, vision, mission, mandate, and policies, and contributes to the achievement of the strategic goals.

All Board of Health members may attend meetings of the Finance & Facilities Committee, Governance Committee, and Performance Appraisal Committee, but only Committee members may vote.

The first meeting of the Performance Appraisal Committee will be in Q2, at the call of the Chair.

This report was prepared by the Secretary and Treasurer.

A handwritten signature in black ink that reads "E. Williams". The signature is written in a cursive style with a large, prominent initial "E".

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