

**MIDDLESEX-LONDON BOARD OF HEALTH**

**REPORT NO. 02-24PAC**

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

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**2024 PERFORMANCE APPRAISAL COMMITTEE TERMS OF REFERENCE**

**Recommendation**

*It is recommended that the Governance Committee recommend to the Board of Health to receive Report No. 02-24PAC re: “2024 Performance Appraisal Committee Terms of Reference” for information.*

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**Report Highlights**

- The 2024 Board of Health reporting calendar, including the Performance Appraisal Committee meetings, was approved at the January 18, 2024 Board of Health meeting ([Report No. 02-24](#)).
- Performance Appraisal Committee meetings are at the call of the Chair.

**Performance Appraisal Committee Reporting Calendar for 2024**

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

**Performance Appraisal Committee Terms of Reference for 2024**

The draft Terms of Reference for the Committee is affixed as [Appendix B](#). It is noted that there are substantial changes for the Governance Committee and Board of Health’s consideration at the April 18, 2024 meetings due to the proposed changes to scoring categories for the performance appraisals of the Medical Officer of Health and Chief Executive Officer.

**Next Steps**

It is noted that the Governance 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).**