



TO: Chair and Members of the Board of Health

FROM: Emily Williams, Chief Executive Officer

DATE: 2023 January 19

APPOINTMENT OF 2023 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; and*
- 3. Appoint members to the Performance Appraisal Committee.*

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.
- Per Report No. 02-23, there are proposed changes to membership requirements for the Finance and Facilities and Governance Committees to 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.
- Meeting dates for the 2023 Board of Health schedule are in draft, with proposed changes to the meeting dates and times for the Performance Appraisal Committee.

Board Membership Update

The Board of Health consists of the following Members:

- Five provincial appointees:** Ms. Tino Kasi, Mr. Michael Steele, and Mr. Selomon Menghsha (currently there are two vacancies)
- Three City of London appointees:** Mr. Matt Reid, Mr. Peter Cuddy and Ms. Skylar Franke
- Three Middlesex County appointees:** Ms. Aina DeViet, Ms. Michelle Smibert and Mr. 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.).*

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.

Per Report No. 02-23, there are proposed changes to membership requirements for the Finance and Facilities and Governance Committees to 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.

A draft Terms of Reference has been submitted for the Board of Health's review and approval as [Appendix A within Report No. 02-23](#). Proposed changes include:

- The change of membership requirements to require at minimum one provincially appointed board member (previously two).
- The addition of language surrounding review periods of a Terms of Reference.

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 has been submitted for the Board of Health's review and approval as [Appendix B within Report No. 02-23](#). Proposed changes include:

- The change of membership requirements to require at minimum one provincially appointed board member (previously two).
- The addition of language surrounding review periods of a 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.

3. Performance Appraisal Committee

The Performance Appraisal Committee serves to evaluate the health unit's 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 contribute to the achievement of the strategic goals.

A draft Terms of Reference has been submitted for the Board of Health's review and approval as [Appendix C within Report No. 02-23](#). Proposed changes include:

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

It is recommended that the Performance Appraisal 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 Performance Appraisal Committee but only Committee members may vote.

This report was prepared by the Chief Executive Officer.



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