



TO: Chair and Members of the Governance Committee

FROM: Christopher Mackie, Medical Officer of Health  
Emily Williams, CEO (Interim)

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## BOARD OF HEALTH SELF-ASSESSMENT

### Recommendation

*It is recommended that the Governance Committee make a recommendation to the Board of Health to:*

- 1) Receive Report No. 08-21GC re: “Board of Health Self-Assessment”;*
- 2) Approve the revised Board of Health Self-Assessment Tool appended to this report; and*
- 3) Approve initiation of the Board of Health self-assessment process for 2021.*

### Key Points

- Board of Health self-assessment is required under the Ontario Public Health Standards.
- The self-assessment results are essential for understanding Board effectiveness and engagement, and for developing recommendations for improvement.
- The Governance Committee is responsible for initiating the annual Board self-assessment process and for assisting and advising staff in its administration.

### Background

The Ontario Public Health Standards require that boards of health complete a self-assessment of their governance practices and outcomes at least once every two years. It has been the Governance Committee’s practice to complete the self-assessment annually; however, this process was deferred in 2020 to focus on responding to the COVID-19 pandemic. The Board of Health last completed a self-assessment questionnaire in March 2019. The results of the 2019 Board of Health Self-Assessment were reported in June 2019 ([Report No. 012-19GC](#)).

The current Board of Health Self-Assessment Tool was approved in January 2017 ([Report No. 002-17GC](#)). It is recommended that the Board proceed with a modified version of the tool which allows for an both an assessment of the Board as a whole, and a section for individual Board members to complete an evaluation of themselves. Another section has been added in the tool for feedback to the Chair of the Board. The revised self-assessment tool is intended to increase the level of accountability of the Board and its members and offer additional insights into potential Board development opportunities.

### Self-Assessment Process

1. The Governance Committee reviews and recommends for Board approval the Board of Health Self-Assessment Tool (attached as [Appendix A](#)).
2. Following Board approval, the revised Board of Health Self-Assessment Tool is distributed via email to Board members for completion.
3. Surveys may be completed electronically or on paper. Completed hard copies can be submitted in a sealed envelope to the Executive Assistant (EA) to the Board of Health.

4. Survey results are reported to the Governance Committee in an anonymous form, without any identifying information, to inform recommendations for improvements in Board effectiveness and engagement.
5. The assessment findings and the Governance Committee's recommendations are submitted to the Board of Health for approval.

### **Next Steps**

Health Unit staff will administer the Board of Health Self-Assessment Tool and review anonymized results to identify recommendations for improvement in Board effectiveness and engagement.

The assessment's findings will be submitted to the Governance Committee and recommendations will be brought forward to the Board of Health for approval.

This report was prepared by the Manager, Strategic Projects, Healthy Organization Division.



Christopher Mackie, MD, MHSc, CCFP, FRCPC  
Medical Officer of Health



Emily Williams, BScN, RN, MBA  
Chief Executive Officer (Interim)