



TO: Chair and Members of the Governance Committee

FROM: Emily Williams, Chief Executive Officer
Dr. Alexander Summers, Medical Officer of Health

DATE: 2023 September 21

BOARD OF HEALTH MEMBER SELF-ASSESSMENT - 2023

Recommendation

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

- 1) Receive Report No. 08-23GC re: “Board of Health Member Self-Assessment - 2023”;*
- 2) Approve the Board of Health Member Self-Assessment Tool as [Appendix A](#); and*
- 3) Direct staff to initiate the Board of Health Member Self-Assessment for 2023.*

Key Points

- Board of Health Member 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 (2) years. The Board of Health last completed a self-assessment questionnaire in April 2021. The results of the 2021 Board of Health Self-Assessment were reported in June 2021 ([Report No. 13-21GC](#)). The current Board of Health Self-Assessment Tool was approved in April 2021 ([Report No. 08-21GC](#)).

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 in November.

This report was prepared by the Manager, Privacy, Risk and Client Relations.



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