

TO: Chair and Members of the Board of Health

FROM: Christopher Mackie, Medical Officer of Health

DATE: 2018 January 18

ELECTION OF 2018 BOARD OF HEALTH EXECUTIVE AND OTHER PROCEDURES

Recommendations

It is recommended that the Board of Health:

- 1. Elect a Chair and Vice-Chair for the current term;*
- 2. Appoint the Medical Officer of Health / Chief Executive Officer as Secretary-Treasurer for 2018; and*
- 3. Recognize and appoint members to the Finance and Facilities Committee and the Governance Committee.*

Board Membership Update

The current Board of Health consists of the following Members:

- 1. Five (5) Provincial Appointees:** Ms. Trish Fulton, Mr. Ian Peer, Ms. Tino Kasi, Dr. Michael Clarke, (one vacant)
- 2. Three (3) City of London Appointees:** Mr. Jesse Helmer, Ms. Maureen Cassidy, and Dr. Trevor Hunter
- 3. Three (3) Middlesex County Appointees:** Mr. Marcel Meyer, Mr. Kurtis Smith and Ms. Joanne Vanderheyden

The terms of Board of Health Members can be found in [Appendix A](#).

Procedures for the First Meeting of the Year

Bylaw No. 3 of the Board of Health regulates the proceedings of the Board. Section 18.0 of this Bylaw addresses Elections and the Appointment of Committees. It reads as follows:

- 18.1 At the first meeting of each calendar year the Board shall elect by a majority vote a Chair, Vice- Chair, and Secretary-Treasurer for that year.*
- 18.2 The Chair of the Board shall be selected for one year with a possible renewal of an additional year. The Chair shall rotate among the City, County and Provincial appointees.*
- 18.3 The Vice-Chair and Secretary-Treasurer shall be elected for a one-year term.*
- 18.4 The Secretary-Treasurer function is customarily performed by the Medical Officer of Health / Chief Executive Officer.*
- 18.5 At the first meeting of each calendar year, the Board shall appoint the representative or representatives required to be appointed annually at the first meeting by the Board to other Boards, bodies, or commissions where appropriate.*
- 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, etc.).*

Election of Executive Officers

Chair: As per the current Bylaw No. 3 Section 18.2, as stated above, the Chair is elected for one year, with a possible renewal of one additional year, and rotates among the three representative bodies. The Chair for 2017, Mr. Jesse Helmer, is a City of London appointee.

Vice-Chair: Bylaw No. 3 Section 18.3 stipulates that the Vice-Chair is elected for a one-year term. Ms. Joanne Vanderheyden, Middlesex County appointee, was the 2017 Vice-Chair.

Secretary-Treasurer: Bylaw No. 3 Section 18.4 the Secretary-Treasurer function is customarily performed by the Medical Officer of Health / Chief Executive Officer.

Establishment of Standing Committees

In Section 1.3 (ii) of Board of Health Policy No. 1-010 Structure and Responsibilities of the Board of Health, the Board determines whether it wishes to establish one or more Standing Committees at its inaugural meeting of the year. In 2013, the Board of Health created the Finance and Facilities Standing Committee which meets the first Thursday of the month and/or at the call of the Committee Chair. At the December 2013 meeting, the Board created the Governance Committee which has been meeting quarterly or at the call of the Committee Chair, immediately preceding the Board of Health meeting.

1. Finance and Facilities Committee (The Terms of Reference is attached as [Appendix B](#)).

The membership of the Committee will consist of a total of five (5) voting members. The members will include the Chair and Vice-Chair of the Board of Health and in total, the membership will contain at least one Middlesex County Board Member, one City of London Board Member and two provincial Board Members.

2. Governance Committee (The Terms of Reference is attached as [Appendix C](#))

The membership of the Committee will consist of a total of five (5) voting members. The members will include the Chair and Vice-Chair of the Board of Health and in total, at least one Middlesex County Board Member, one City of London Board Member and two provincial Board Members.

All Board of Health members are able to attend the Finance & Facilities and Governance Committees, but only Committee members can vote.

Meeting Schedule for 2018

The 2018 Proposed Meeting Schedule was sent electronically on January 11, 2018 to Board members for their review. This Schedule is attached as [Appendix D](#) for approval by the Board of Health.



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Medical Officer of Health and CEO