

TO: Chair and Members of the Board of Health

FROM: Christopher Mackie, Medical Officer of Health / CEO

DATE: 2019 January 24

ELECTION OF 2019 BOARD OF HEALTH EXECUTIVE AND OTHER PROCEDURES

Recommendations

It is recommended that the Board of Health:

- 1. Elect a Chair and a Vice-Chair for the current term;*
- 2. Appoint the Medical Officer of Health / Chief Executive Officer as Secretary-Treasurer for 2019;*
- 3. Recognize and appoint members to the Finance & Facilities Committee, the Governance Committee, and the Relocation Advisory Committee.*

Board Membership Update

The Board of Health consists of the following Members:

- 1. Five (5) Provincial Appointees:** Ms. Trish Fulton, Mr. Ian Peer, Ms. Tino Kasi, Mr. Michael Clarke, (one Provincial vacancy)
- 2. Three (3) City of London Appointees:** Ms. Maureen Cassidy, Ms. Elizabeth Peloza, and Mr. Matt Reid
- 3. Three (3) Middlesex County Appointees:** Ms. Aina DeViet, Mr. John Brennan, and Ms. Kelly Elliott

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:

- 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 2018 was Ms. Joanne Vanderheyden, a Middlesex County appointee.

Vice-Chair: Bylaw No. 3, Section 18.3 stipulates that the Vice-Chair is elected for a one-year term. Ms. Trish Fulton, a Provincial appointee, was the 2018 Vice-Chair.

Secretary-Treasurer: Bylaw No. 3, Section 18.4 states that 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 first meeting of the year. In 2013, the Board of Health created the Finance & Facilities Committee, a standing committee that meets the first Thursday of each month and/or at the call of the Committee Chair. At its December 2013 meeting, the Board created the Governance Committee, a standing committee that has been meeting quarterly or at the call of the Committee Chair, immediately preceding the Board of Health meeting. At its September 2018 meeting, the Board created the Relocation Advisory Committee (RAC), which meets on an ad hoc basis or at the call of the Committee Chair, Mr. Ian Peer, who was appointed at the RAC's October 2018 meeting to serve until the committee ceases to exist.

1. Finance & Facilities Committee (Terms of Reference 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 (Terms of Reference 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.

3. Ad Hoc Committee: Relocation Advisory Committee (The Terms of Reference attached as [Appendix D](#))

The membership of the Committee will consist of a total of five (5) voting members. The members will include the Chair of the Board of Health and will contain at least one Middlesex County Board Member, one City of London Board Member and one provincial Board Member. Members will be selected notwithstanding their membership in any other standing committee. The Chair of the Relocation Advisory Committee (Mr. Ian Peer) was appointed at the first meeting and will serve until the committee ceases to exist. For clarity, all additional members of RAC, including the individual previously appointed (Mr. Michael Clarke), will be (re)appointed at the January Board of Health meeting.

All Board of Health members may attend the Finance & Facilities Committee, Governance Committee, and Relocation Advisory Committees meetings, but only Committee members can vote.

Meeting Schedule for 2019

The 2019 Proposed Meeting Schedule was sent electronically, on January 17, 2019, to all Board members for their review. This Schedule is attached as [Appendix E](#) for approval by the Board of Health.



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Medical Officer of Health / CEO

This report addresses Bylaw #3 as outlined in the MLHU Administration Policy Manual.