



MIDDLESEX-LONDON HEALTH UNIT

REPORT NO. 001-20

TO: Chair and Members of the Board of Health

FROM: Christopher Mackie, Medical Officer of Health / CEO

DATE: 2019 January 23

ELECTION OF 2020 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 2020; and*
- 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:

- Five provincial appointees:** Mr. Ian Peer, Ms. Tino Kasi, Mr. Michael Clarke, and Mr. Robert Parker (plus one vacancy);
- Three City of London appointees:** Ms. Maureen Cassidy, Ms. Arielle Kayabaga, and Mr. Matt Reid; and
- Three Middlesex County appointees:** Ms. Aina DeViet, Ms. Kelly Elliott, and Mr. John Brennan.

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

Procedures for the First Meeting of the Year

Board of Health Bylaw No. 3 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 elected 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. The position rotates among the three representative bodies. The Chair for 2019 was Ms. Trish Fulton, a provincial appointee.

Vice-Chair: Bylaw No. 3, Section 18.3 stipulates that the Vice-Chair is elected for a one-year term. Ms. Maureen Cassidy, a City of London appointee, was the 2019 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

Under 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 voting members. The members shall include the Chair and Vice-Chair of the Board of Health, and 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 voting members. The members shall include the Chair and Vice-Chair of the Board of Health, and 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 (terms of reference attached as [Appendix D](#))

The membership of the Committee will consist of a total of five voting members. The members shall include the Chair of the Board of Health and 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 on any other standing committee. The Chair of the Relocation Advisory Committee (Mr. Ian Peer) was appointed at the Committee's first meeting and will serve until the committee ceases to exist. All additional RAC members, including the individuals previously appointed (Mr. Michael Clarke, Mr. Matt Reid, and Mr. John Brennan), will require (re)appointment at the January Board of Health meeting.

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

Meeting Schedule for 2020

The 2020 Revised Board of Health and Standing Committee Meeting Schedule was approved by the Board of Health at its December 12, 2019 meeting (attached as [Appendix E](#)).

This report was prepared by the Office of the Medical Officer of Health and the Healthy Organization Division.

A handwritten signature in black ink, appearing to read 'C. Mackie', is positioned above the printed name.

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