

TO: Chair and Members of the Board of Health

FROM: Christopher Mackie, Medical Officer of Health
Michael Clarke, CEO (Interim)

DATE: 2020 November 26

BOARD OF HEALTH: EXECUTIVE COMMITTEE

Recommendation

It is recommended that the Board of Health request the Governance Committee to undertake the development of the necessary By-laws and policies needed to create a standing Executive Committee.

Key Points

- A Board Executive Committee facilitates and expedites the work of a Board, reducing the need for calling Special Meetings of the full Board on a Board-approved subset of governance issues.
- Several Ontario Public Health Units have created Executive Committees for this purpose.
- The MLHU By-laws and policies required to establish an Executive Committee can be developed by the Governance Committee for presentation to and approval of the Board in 2021.

Background

It is necessary from time to time for the Board of Health to undertake essential business matters in an urgent or expedited manner between regular monthly meetings. At the present time, addressing such matters requires the Board Chair calling a Special Meeting of the full Board with the associated expectation that quorum will be needed to arrive at resolution of the matter(s) at hand.


As a standing committee of the Board, an Executive Committee (the “Committee”) can be authorized to conduct such business on behalf of the full Board. Such authorization is defined in the Terms of Reference of the Committee which clearly specifies the nature of the business that the Executive Committee can undertake on behalf of the Board and which items of business can be addressed only by the full Board of Health.

The composition of the Committee, the terms of service by members and the procedures that govern its activities are defined in the Committee’s Terms of Reference. It is recommended that the Board request that the Governance Committee, with support from the CEO (Interim), undertake the preparation of the Terms of Reference along with the necessary By-laws and policies necessary to create the Committee and presented to and approved by the Board in 2021.

This report was prepared by the Chief Executive Officer (Interim)



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