



TO: Chair and Members of the Board of Health

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

DATE: 2023 December 14

CHANGE TO COMMITTEE MEETING CADENCE

Recommendations

It is recommended that the Board of Health:

- 1) *Receive Report No. 85-23 re: “Change to Committee Meeting Cadence” for information;*
- 2) *Amend the Terms of Reference for the Finance and Facilities and Governance Committees ([Appendix A](#)); and*
- 3) *Approve the 2024 Board of Health meeting schedule ([Appendix B](#)).*

Key Points

- It is the decision of the Board of Health to establish standing committees under Governance Policy G-280 – Board Size and Composition and under Board of Health By-Law No. 3.
- It is proposed that the cadence of the standing committee meetings is changed for 2024. Reasons for reducing the frequency of standing committee meetings include Director experience, less financial and opportunity costs, improved public awareness, and prevention of quorum issues.
- A draft updated Terms of Reference for the Finance and Facilities and Governance Committees are affixed as [Appendix A](#).
- A draft meeting schedule for 2024 is affixed as [Appendix B](#).
- A draft reporting calendar will be provided to the Board of Health in January 2024 for consideration.

Background

The Board of Health has the discretion to establish any standing committees under Governance Policy G-280 – Board Size and Composition, Governance Policy G-290 – Standing and Ad Hoc Committees and under Board of Health By-Law No. 3 if they desire.

The Board of Health has three (3) standing committees: Finance & Facilities, Governance, and Performance Appraisal.

In 2023, the Committees met the following times:

- Finance and Facilities – 5 times
- Governance – 4 times
- Performance Appraisal – 4 times

Proposed Changes to the Board Committees

It is being proposed to change the cadence of the Finance and Facilities and Governance Committees to the following:

- Finance and Facilities: Quarterly at 6 p.m. before the regular Board of Health meeting, with a focus on quarterly financial results and budget planning
- Governance: Bi-annually in the Spring and the Fall for governance policy reviews, at 6 p.m. before the regular Board of Health meeting

The rationale for making these changes includes:

Experience with different aspects of public health governance

The current composition of the Middlesex-London Board of Health are newer to municipal politics, and specifically to public health. It would be beneficial for the Board to have experience with governance and financial matters directly, instead of solely through the reports from a committee. By having governance and financial items come to the regular Board of Health meetings, there is more exposure to these topics and less reliance on fellow Board Members on certain committees for expertise.

Less costs associated with meetings

There are Board Members required to attend multiple committee meetings, which requires more funds to be spent on meetings. The same information from the committee meetings is shared with the Board of Health, therefore duplicating costs for meeting attendance.

Opportunity costs

Committees report to the Board of Health in some cases with identical information that was shared in the Committee, therefore some Board Members on the committees are hearing the same information twice.

More public awareness on governance and financial information

Committee meetings are open to the public but not live streamed unless requested. This is an opportunity to have the public understand more of the governance and fiduciary aspects of a Board of Health as opposed to just the widely known activities (such as public health programming).

Quorum

The Board has struggled with quorum on many occasions in 2022-23 with quorum for committee meetings due to their time and lesser priority over a Board of Health meeting. With reduced frequency of Committee meetings, there is less likely for lack of quorum to prevent a meeting from occurring.

The Performance Appraisal Committee would continue to be a standing committee, with activity commencing at the call of the Chair annually.

Next Steps

If the Board carries a resolution to amend the cadence for Committee meetings, this procedure will be reflected at the Inaugural Meeting of the Board of Health.

A draft updated Terms of Reference for the Finance and Facilities and Governance Committees are affixed as [Appendix A](#). A draft meeting schedule for the Board's consideration is affixed as [Appendix B](#).

A draft reporting calendar for 2024 will be provided for the Board's consideration at the Inaugural Board of Health meeting.

This report was prepared by the Secretary and Treasurer of the Board of Health.

A handwritten signature in black ink that reads "E. Williams". The signature is written in a cursive style with a large, looped initial "E".

Emily Williams BScN, RN, MBA, CHE
Secretary and Treasurer