

AGENDA
MIDDLESEX-LONDON BOARD OF HEALTH
Governance Responsibilities Committee

Via Microsoft Teams
Thursday, September 9, 2021 at 9:00 a.m.

1. DISCLOSURE OF CONFLICTS OF INTEREST

2. APPROVAL OF AGENDA – September 9, 2021

3. APPROVAL OF MINUTES – August 5, 2021

4. NEW BUSINESS

4.1. Governance Responsibilities Committee Terms of Reference (Verbal Discussion)

5. CONFIDENTIAL

The Governance Responsibilities Committee will move into a confidential session, to discuss personal matters about an identifiable individual, including municipal or local board employees.

6. ADJOURNMENT



PUBLIC SESSION – MINUTES
MIDDLESEX-LONDON BOARD OF HEALTH
Governance Responsibilities Committee

Thursday, August 5, 2021, 2:00 p.m.
Zoom

MEMBERS PRESENT: Mr. Bob Parker (Chair)
Ms. Maureen Cassidy
Ms. Aina DeViet

OTHERS PRESENT: Ms. Carolynne Gabriel, Executive Assistant to the Board of Health
(Recorder, exited at 2:05 p.m.)

Chair Bob Parker called the meeting to order at **2:04 p.m.**

DISCLOSURE OF CONFLICT OF INTEREST

Chair Parker inquired if there were any disclosures of conflicts of interest. None were declared.

APPROVAL OF AGENDA

It was moved by **Ms. Maureen Cassidy, seconded by Ms. Aina DeViet**, *that the AGENDA for the August 5, 2021 Governance Responsibilities Committee meeting be approved.*

Carried

APPROVAL OF MINUTES

It was moved by **Ms. DeViet, seconded by Ms. Cassidy**, *that the MINUTES for the July 20, 2021 Governance Responsibilities Committee meeting be approved.*

Carried

CONFIDENTIAL

At **2:05 p.m.**, it was moved by **Ms. Cassidy seconded by Ms. DeViet** *that the Governance Responsibilities Committee will move in-camera to consider personal matters about an identifiable individual, including municipal or local board employees.*

Carried

Ms. Carolynne Gabriel left the meeting at **2:05 p.m.**, and Chair Parker recorded the remaining information for the purposes of these minutes.

At **3:59 p.m.**, it was moved by **Ms. Cassidy, seconded by Ms. DeViet**, *that the Governance Responsibilities Committee rise and return to public session.*

Carried

ADJOURNMENT

At **3:59 p.m.**, it was moved by **Ms. Cassidy**, seconded by **Ms. DeViet**, that the August 5 Governance Responsibilities Committee meeting be adjourned.

Carried

ROBERT PARKER
Committee Chair

MAUREEN CASSIDY
Board of Health Chair

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GOVERNANCE RESPONSIBILITIES SUB-COMMITTEE TERMS OF REFERENCE

PURPOSE

The Committee serves to review the policies regarding the roles and responsibilities of governance positions and make recommendations to the Board of Health for future revisions to said policies.

REPORTING RELATIONSHIP

The Governance Responsibilities Committee is a sub-committee, derived from the Governance Committee. The Governance Responsibilities Committee will make recommendations to the Board of Health through the Governance Committee.

MEMBERSHIP & SUPPORT

The membership of the Governance Committee will consist of not more than three (3) voting members. The members will be the Chair of the Governance Committee, the Chair of the Board of Health, and the Vice Chair of the Board of Health.

CHAIR

The Chair of the Governance Committee will serve as Chair of the Governance Responsibilities Committee until the committee ceases to exist.

DUTIES

The Committee will make recommendations to the Board of Health on the following matters:

1. Division of roles and responsibilities for governance positions.

FREQUENCY OF MEETINGS

The Committee will meet at the call of the Committee Chair.

AGENDA & MINUTES

1. The Committee Chair, with input from the committee members and assistance from the Executive Assistant to the Board of Health, will prepare agendas for called meetings of the Committee.
2. Additional agenda items may be added at the meeting if necessary.
3. The recorder is the Executive Assistant to the Board of Health with the exception of restricted sessions which will be recorded by the Chair.
4. Agenda and minutes will be made available to all Board of Health members at least five days prior to the meeting and to the public at least two days prior.

**GOVERNANCE RESPONSIBILITIES SUB-COMMITTEE
TERMS OF REFERENCE**

BYLAWS:

As per Section 19.1 of Board of Health By-Law No. 3, the rules governing the proceedings of the Board of Health shall be observed in the Committees insofar as applicable. This will include rules related to conducting of meetings; decision making; quorum and self-evaluation.

Implementation Date: June 17, 2021

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