

TO: Chair and Members of the Board of Health

FROM: Bryna Warshawsky, Acting Medical Officer of Health

DATE: 2013 January 17

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## **ELECTION OF 2013 BOARD OF HEALTH EXECUTIVE AND OTHER PROCEDURES FOR THE FIRST MEETING OF THE YEAR**

### **Recommendations**

- 1. It is moved by \_\_\_\_\_, seconded by \_\_\_\_\_ that  
be elected Chair of the Middlesex-London Board of Health for the year 2013; and  
further*
- 2. It is moved by \_\_\_\_\_, seconded by \_\_\_\_\_ that  
be elected Vice-Chair of the Middlesex-London Board of Health for the year 2013; and  
further*
- 3. It is moved by \_\_\_\_\_, seconded by \_\_\_\_\_ that Dr. Bryna  
Warshawsky be elected Secretary-Treasurer of the Middlesex-London Board of Health  
until the selection of a permanent Medical Officer of Health; and further*
- 4. It is recommended that the Board of Health establish \_\_\_\_\_ Standing Committees for  
2013; and further*
- 5. It is recommended that the schedule of regular Board of Health meetings for 2013  
highlighted in Appendix B of Report No. 001-13 be approved following resolution of  
the outstanding dates.*
- 6. It is recommended that the Board of Health provide direction with regard to an  
Education Session in 2013.*

### **Background**

The Board of Health consists of the three individuals appointed by the City of London, three individuals appointed by Middlesex County and five individuals appointed by the Province of Ontario. Traditionally, the three Middlesex County representatives and two of the three City of London representatives have been elected officials. The third City of London representative has traditionally been a citizen appointment. However, City Council voted on November 20, 2012 ([London Council Minutes](#) - see Item 4 of the 16th Report of the Strategic Priorities and Policy Committee) to rescind the resolution requiring a citizen appointment to the Board of Health and to replace the impending vacancy with a member of London City Council.

There have been several changes to the Board of Health composition since January 2012. These changes have included:

- 1) **Provincial Appointees:** Two provincial appointees, Ms. Doreen McLinchey and Dr. Francine Lortie-Monette, have left the Board of Health after eight and six years of service respectively. Mr.

Ian Peer has been appointed to the Board of Health and Ms. Viola Poletes Montgomery has been re-appointed to the Board of Health. There is currently a vacancy among the provincial appointees on the Board of Health.

- 2) **City of London Appointed Members:** Ms. Pat Coderre, the citizen appointee, has left the Board after six years of service. Councillor Sandy White has been appointed to the Board of Health, as per the change in City representation noted above.
- 3) **Middlesex County Appointed Members:** There has been no change in membership since January 2012.

The current Board of Health therefore consists of:

- 1) **Provincial Appointees:** Mr. Ian Peer, Ms. Viola Poletes Montgomery; Ms. Nancy Poole and Mr. Mark Studenny. There is one vacant position.
- 2) **City of London Appointed Members:** Councillor Denise Brown, Councillor Stephen Orser and Councillor Sandy White.
- 3) **Middlesex County Appointed Members:** Mayor David Bolton, Mayor Al Edmondson and Deputy Mayor Marcel Meyer.

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 Appointment of Committees. It reads as follows:

- 18.1 *At the first meeting of each calendar year, the Board shall elect by a majority vote a Chair and a Vice-Chair for that year.*
- 18.2 *The Chair of the Board shall rotate on an annual basis to one of the representatives of the City of London, the County of Middlesex and the Province of Ontario.*
- 18.3 *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.*
- 18.4 *The Board may appoint committees from time to time to consider such matters as specified by the Board. (e.g., Human Resources, Planning, etc.).*

### **Election of Executive Officers**

**Chair:** As per Bylaw No. 3 Section 18 as stated above, the position of Chair rotates annually among the three representative bodies. The rotation has traditionally been as follows: County of Middlesex, City of London, Province of Ontario. Since the 2012 Chair, Ms. Viola Poletes Montgomery, is a provincial appointee, it is expected that the 2013 Chair will be selected from among the Middlesex County appointees.

**Vice-Chair:** Bylaw No. 3 Section 18 stipulates that the Vice-Chair is elected for a one year term, but does not further stipulate how this position is selected. Mr. Marcel Meyer, a Middlesex County representative, was the 2012 Vice-Chair.

**Secretary-Treasurer:** Traditionally the Secretary-Treasurer functions have been served by the Medical Officer of Health and CEO. With the retirement of Dr. Graham Pollett at the end of September 2012, the role was designated to Dr. Bryna Warshawsky until the end of 2012 ([Report No. 099-12](#)).

### **Establishment of Standing Committees**

In Section 1.3 (ii) of Board of Health [Policy No. 2-010](#) “Structure and Responsibilities of the Board of Health”, the Board determines whether it wishes to establish one or more Standing Committees at its inaugural meeting of the year. Historically, the Board of Health has not operated with Standing Committees but has had all matters dealt with directly by the Board, forming *Ad hoc* committees, when necessary (for example, the *Ad hoc* Medical Officer of Health Search Committee). In previous Board of Health reports in 2012, the possibility of establishing a Finance Committee or changing the financial oversight of the Board has been discussed (February 2012 - [Report No. 033-12](#); March 2012 - [Report No. 042-12](#)). If the Board is interested in exploring this direction further, a report can be provided at the next Board meeting with additional information regarding this option.

### **Approval of 2013 Meeting Schedule**

The meeting schedule for the coming year is set at the first meeting of each year. Traditionally, Board meetings have been held the 3<sup>rd</sup> Thursday of each month with the exception of the December meeting which has been held on the 2<sup>nd</sup> Thursday. Meetings for the months of July and August have been held on an as needed basis, at the call of the Chair. A proposed meeting schedule for 2013 is presented in [Appendix B](#) with dates for discussion due to a possible conflict.

### **Continuing Education for 2013**

Board of Health [Policy 2-020](#) “Orientation for Board of Health Members” states that ...*The MOH will arrange a half to full day Board of Health retreat be held annually in March or April with the focus being on a Board identified continuing education topic.* The Board of Health is requested to consider if they would like to proceed with this education session at this time, and if so, what topic they would like to address.



Bryna Warshawsky, MDCM, CCFP, FRCPC  
Acting Medical Officer of Health

<b>This report addresses</b> Bylaw #3 as outlined in the MLHU Administration Policy Manual.
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