



TO: Chair and Members of the Board of Health

FROM: Christopher Mackie, Medical Officer of Health

DATE: 2016 January 21

ELECTION OF 2016 BOARD OF HEALTH EXECUTIVE AND OTHER PROCEDURES

Recommendations

It is recommended that the Board of Health:

- 1. Elect a Chair and Vice-Chair for the current term;*
- 2. Appoint the Medical Officer of Health as Secretary-Treasurer for 2016;*
- 3. Recognize and appoint members to the Finance and Facilities Committee and the Governance Committee.*

Board Membership Update

The current Board of Health consists of the following Members:

- 1. Five (5) Provincial Appointees:** Ms. Trish Fulton, Mr. Ian Peer, Ms. Viola Poletes Montgomery, Ms. Nancy Poole and Mr. Mark Studenny.
- 2. Three (3) City of London Appointees:** Mr. Jesse Helmer, Mr. Stephen Turner, and Dr. Trevor Hunter
- 3. Three (3) Middlesex County Appointees:** Mr. Marcel Meyer, Mr. Kurtis Smith and Ms. Joanne Vanderheyden

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. The Chair of the Board of Health shall be elected for one year by majority vote. The Chair may serve as Chair for a second year, if approved by a majority vote.*
- 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 the current Bylaw No. 3 Section 18, as stated above, the Chair is elected for one year, with a possible renewal of one additional year, and rotates among the three representative bodies. The Chair for 2015, Mr. Ian Peer, is a Provincial appointee.

Vice-Chair: Bylaw No. 3 Section 18 stipulates that the Vice-Chair is elected for a one year term. Mr. Jesse Helmer, City of London appointee, was the 2015 Vice-Chair.

Secretary-Treasurer: Traditionally, the Secretary-Treasurer functions have been performed by the Medical Officer of Health and CEO.

Establishment of Standing Committees

In 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 inaugural meeting of the year. In 2013, the Board of Health created the Finance and Facilities Standing Committee which meets the first Thursday of the month and/or at the call of the Committee Chair. At the December 2013 meeting, the Board created the Governance Committee which has been meeting quarterly or at the call of the Committee Chair, immediately preceding the Board of Health meeting.

1. Finance and Facilities Committee (The Terms of Reference is attached as [Appendix B](#))

The membership of the Committee will consist of a total of five (5) voting members. The members will include the Chair and Vice-Chair of the Board of Health and in total, the membership will contain at least one Middlesex County Board Member, one City of London Board Member and two provincial Board Members.

2. Governance Committee (The Terms of Reference is attached as [Appendix C](#))

The membership of the Committee will consist of a total of five (5) voting members. The members will include the Chair of the Board of Health and in total, the membership will contain at least one Middlesex County Board Member, one City of London Board Member and two provincial Board Members.

All Board of Health members are able to attend the Finance & Facilities and Governance Committees, but only Committee members can vote.

Meeting Schedule for 2016

The 2016 Proposed Meeting Schedule was sent electronically on October 27, 2015 to Board members for their review. This Schedule is attached as [Appendix D](#) for approval by the Board of Health.



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Medical Officer of Health and CEO

This report addresses Bylaw #3 as outlined in the MLHU Administration Policy Manual.
