

AGENDA
MIDDLESEX-LONDON BOARD OF HEALTH
Performance Appraisal Committee

Microsoft Teams
Thursday, May 18, 2023 at 6 p.m.

1. DISCLOSURE OF CONFLICTS OF INTEREST

2. APPROVAL OF AGENDA – May 18, 2023

3. APPROVAL OF MINUTES – March 16, 2023

4. CONFIDENTIAL

The Middlesex-London Board of Health (Performance Appraisal Committee) will move into a confidential session to discuss matters which pertain to one or more of the following, as per section 239(2) of the *Municipal Act, 2001, S.O. 2001, c. 25*:

- (a) the security of the property of the municipality or local board;
- (b) personal matters about an identifiable individual, including municipal or local board employees;
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- (d) labour relations or employee negotiations;
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or

(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

5. OTHER BUSINESS

The next meeting of the Performance Appraisal Committee is on Thursday, July 20, 2023 at 6 p.m.

6. ADJOURNMENT



PUBLIC SESSION – MINUTES
MIDDLESEX-LONDON BOARD OF HEALTH
PERFORMANCE APPRAISAL COMMITTEE

Thursday, March 16, 2023 at 6 p.m.
Microsoft Teams

MEMBERS PRESENT: Michelle Smibert (Chair)
Matthew Reid
Michael Steele
Aina DeViet
Emily Williams, Chief Executive Officer (ex-officio, exited at 6:01)

OTHERS PRESENT: Stephanie Egelton, Executive Assistant to the Board of Health (recorder)

REGRETS: Dr. Alexander Summers, Medical Officer of Health (ex-officio)
Tino Kasi

At **5:58 p.m.**, Secretary and Treasurer Emily Williams called the meeting to order.

MEETING PROCEDURES

Election of 2023 Performance Appraisal Committee Chair

Secretary and Treasurer Emily Williams opened the floor to nominations for Chair of the Performance Appraisal Committee for 2023.

It was moved by **M. Reid, seconded by A. DeViet**, *that Michelle Smibert be nominated for Chair of the Performance Appraisal Committee for 2023.*

Carried

Michelle Smibert accepted the nomination.

E. Williams called three times for further nominations. None were forthcoming.

It was moved by **M. Reid, seconded by A. DeViet**, *that Michelle Smibert be acclaimed as Chair of the Performance Appraisal Committee for 2023.*

Carried

DISCLOSURES OF CONFLICT OF INTEREST

Chair Smibert inquired if there were any disclosures of conflicts of interest. E. Williams declared a conflict of interest, as she is an ex-officio member of the Board of Health while holding the role of Chief Executive Officer.

E. Williams exited the meeting at 6:01 p.m.

APPROVAL OF AGENDA

It was moved by **M. Steele, seconded by M. Reid**, *that the AGENDA for the March 16, 2023 Performance Appraisal Committee meeting be approved.*

Carried

APPROVAL OF MINUTES

It was moved by **A. DeViet, seconded by M. Reid**, that the *MINUTES* of the September 28, 2022 Performance Appraisal Committee meeting be approved.

Carried

NEW BUSINESS

2023 Medical Officer of Health and Chief Executive Officer Performance Appraisal Procedures (Report No. 01-23PA)

This report was introduced by Board Chair, Matt Reid.

M. Reid provided a background on the Committee and the process for the Medical Officer of Health and Chief Executive Officer Performance Appraisals.

M. Reid noted that the recommendation to the Committee (to recommend to the Board) is to adjust the timelines on having both an internal and external 360 review each year. The stakeholders apart of the external 360 review are busy individuals and the review (a survey) may not get high uptake annually as opposed to bi-annually. It was noted that there would still be a performance appraisal conducted each year, and it would alternate with being just an internal performance review and a full 360 internal and external review every other year.

The internal review would include direct reports of the Medical Officer of Health and Chief Executive Officer and members of the Board of Health. Introduced in 2022, the Chair of the Board would also meet with direct reports for approximately 30-45 minutes each to discuss any compliments, concerns or answer questions in a confidential setting. The feedback from the meetings with direct reports may be brought into the formal performance appraisal and may support validation of potential development, new processes and goals.

M. Reid noted that it is anticipated pending the Board's approval that meetings between the Chair and direct reports would occur in August, ahead of next meeting in October.

It was moved by **M. Steele, seconded by A. DeViet**, that the *Performance Appraisal Committee recommend to the Board of Health to:*

- 1) *Receive Report No. 01-23PA, re: 2023 Medical Officer of Health and Chief Executive Officer Performance Appraisals Procedures for information;*
- 2) *Amend the Appendices to Policy G-050 MOH and CEO Performance Appraisals Procedure to conduct a 360 external partner Performance Appraisal process on a bi-annual basis;*
- 3) *Amend the Appendices to Policy G-050 MOH and CEO Performance Appraisals Procedure to conduct an internal Performance Appraisal process on an annual basis; and*
- 4) *Approve the performance appraisal process, supporting documents, and timelines as amended (Appendix A).*

Carried

OTHER BUSINESS

The next meeting of the Performance Appraisal Committee is on Thursday, May 18 at 6 p.m.

ADJOURNMENT

At **6:11 p.m.**, it was moved by **M. Reid, seconded by M. Steele**, that the meeting be adjourned.

Carried

MICHELLE SMIBERT
Committee Chair

MATTHEW REID
Board Chair

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