

2025 Middlesex-London Board of Health Reporting Calendar - **DRAFT**

<u>Q1 2025: January 1 – March 31</u>	<u>Q2 2025: April 1 – June 30</u>
<p>Meetings: January, February, March</p> <p>Finance and Facilities</p> <ul style="list-style-type: none"> • Review Terms of Reference • Public Sector Salary Disclosure • Review and Recommend Board of Health Remuneration • Q4 Financial Update, Financial Borrowing and Factual Certificate Update <p>Quality and Governance</p> <ul style="list-style-type: none"> • Review Insurance Coverage • Annual Privacy Program Update • Q4 Risk Registry • Annual Declarations – Confidentiality and Conflict of Interest • Q4 Strategic Plan Update • Q4 Performance Reporting • Activity Reports – CEO, MOH, Board Chair • Review Governance By-laws and Policies <p>Public Health Program Standards</p> <ul style="list-style-type: none"> • As required 	<p>Meetings: April, May</p> <p>Finance and Facilities</p> <ul style="list-style-type: none"> • Q1 Financial Update, Financial Borrowing and Factual Certificate Update • Review and Recommend – Audited Financial Statements for MLHU • Recommend Budget Parameters, Planning Assumptions and Municipal Funding Targets • Review Funding and Service Level Agreements • Review and Recommend Budget Process • Visa and Accounts Payable Update <p>Quality and Governance</p> <ul style="list-style-type: none"> • Occupational Health and Safety Program Update • Q1 Risk Registry • Review Governance By-laws and Policies • Initiate Board of Health Self-Assessment (2025) • Review Governance Policies and By-Laws • Q1 Strategic Plan Update • Annual Service Plan • Annual Report and Attestation • Q1 Performance Reporting • Activity Reports – CEO, MOH, Board Chair <p>Public Health Program Standards</p> <ul style="list-style-type: none"> • Nurse Family Partnership Annual Report <p>MOH/CEO Performance Appraisal</p> <ul style="list-style-type: none"> • Initiate Terms of Reference Review (2025) • Confirm Performance Appraisal process, supporting documents required and timelines for the year • Chair of the Board to conduct meetings with Board Members • Select Consultant to facilitate Performance Appraisal process via external and internal survey

<u>Q3 2025: July 1 – September 30</u>	<u>Q4 2025: October 1 – December 31</u>
<p>Meetings: July and September</p> <p>Finance and Facilities</p> <ul style="list-style-type: none"> • Q2 Financial Update, Financial Borrowing and Factual Certificate Update • Review and Recommend Audited Financial Statements for April 1 to March 31 Programs • Review Multi-Year Budget <p>Quality and Governance</p> <ul style="list-style-type: none"> • Q2 Risk Registry • Q2 Strategic Plan Update • Report on Board of Health Self-Assessment (2025) • Q2 Performance Reporting • Review Governance By-laws and Policies • Activity Reports – CEO, MOH, Board Chair <p>Public Health Program Standards</p> <ul style="list-style-type: none"> • As required <p>MOH/CEO Performance Appraisal</p> <ul style="list-style-type: none"> • Debrief with Consultant • Chair of the Board to conduct open office hours with direct reports • Review Performance Appraisal Reports 	<p>Meetings: October, November, December</p> <p>Finance and Facilities</p> <ul style="list-style-type: none"> • Q3 Financial Update, Financial Borrowing and Factual Certificate Update • Review and Recommend Final Board of Health Budget • Review Employee Benefits Coverage <p>Quality and Governance</p> <ul style="list-style-type: none"> • Q3 Risk Registry • Q3 Performance Reporting • Q3 Strategic Plan Update • Board of Health Orientation • Activity Reports – CEO, MOH, Board Chair <p>Public Health Program Standards</p> <ul style="list-style-type: none"> • 2024-2025 Respiratory Season Update • Immunization of School Pupils Act Compliance Report • Monitoring Food Affordability <p>MOH/CEO Performance Appraisal</p> <ul style="list-style-type: none"> • Report Performance Appraisal Reports to the Board of Health • Report Performance Appraisal Reports to MOH and CEO