

LEEDS, GRENVILLE AND LANARK DISTRICT HEALTH UNIT	
BOARD OF HEALTH	
Terms of Reference	
Title: Board Executive Committee	Original Date: March 2, 2023
Number:	Revision Date: May 23, 2024
Approved by: Original Signed	Reviewed Date: May 23, 2024

Purpose: The purpose of the Board Executive Committee is to discuss emerging public health issues with the Medical Officer of Health/CEO.

Background: The Executive Committee initially formed an ad hoc committee for the COVID response period 2021 and 2022. The committee met weekly in an advisory and supportive capacity to the MOH/CEO as the organization rapidly responded to the surge of COVID initiatives to be disseminated quickly within the communities of Leeds, Grenville and Lanark. The committee has remained in place as a support to the incumbent MOH/CEO during the municipal election “lame duck” period. During this time, the committee provided a broad perspective on the process to welcome the new board to be formed in January 2022. In 2023, the Governance Committee formalized this structure and specified terms of reference for a time-limited, ad hoc committee. The Board Executive Committee shifted to a continuous committee in 2024 in response to there being a period of transition for Ontario’s local public health units.

Responsibilities:

- To identify urgent and emerging priorities for the Board of Health, including its other committees.
- To ensure decision-making during the lame duck period during municipal elections.
- To support the MOH/CEO and respond to their learning/information needs.

Composition:

- Membership will consist of the MOH/CEO, Board Chair, Vice-Chairs of the Board, Chair of the Finance, Audit, Property and Risk Management Committee and Chair of the Governance and Quality Assurance Committee

Terms of Membership:

- Members will be part of this committee for the duration of their service in the roles listed in the Composition section.

Structure:

- Meetings are held on an ad hoc basis at the call of the Board Chair or MOH/CEO.

Accountability and Decision Making:

- Advisory, non-voting. Any items requiring more in-depth discussion or decision-making will be forwarded to the Board of Health or another Board committee.

Communication

- The Chair of the Governance Committee will report relevant decision-making items to the Board of Health.

Related References:

Ontario Public Health Organizational Standards

http://www.health.gov.on.ca/en/pro/programs/publichealth/orgstandards/docs/org_stds.pdf

Revision History:

Revision	Date	Description of changes	Requested By
	March 2023	New terms of reference	Governance Committee
	May 23, 2024	Shift to a continuous committee, additions to Responsibilities section	Executive Committee