

BOARD OF HEALTH PROCEDURE

APPROVALS	DATE APPROVED	INITIALS
BOH:	Res. No.: 106-2023	
SLT:	N/A	
MCC:	N/A	
IF APPLICABLE		
DIRECTOR:	N/A	
JOHSC:	N/A	
PPL:	N/A	

SECTION: BOARD OF HEALTH **PROCEDURE NO.:** BH-02-06

SUBJECT: Board of Health Self Evaluation

APPROVED BY: Board of Health **PROCEDURE DATE:** December 2023

1. PURPOSE

- 1.1. The purpose of this procedure is to define the process for individual and collective self-evaluation of the Thunder Bay District Health Unit Board of Health meetings, processes and governance practices, in accordance with the Ontario Public Health Standards: Requirements for Programs, Services and Accountability.
- 1.2. This procedure supports Policy No. BH-02-06 Board of Health Self Evaluation.

2. PROCEDURE

- 2.1. Monthly Board of Health Meeting Evaluation
 - 2.1.1. A Board of Health Meeting Evaluation form will be available in hardcopy to all Board members at their monthly Board of Health meeting. It will also be available electronically, to be sent out following the meeting by the Executive Assistant.
 - 2.1.2. The form can be completed by the Board member at the conclusion of the Board meeting, or can be completed and returned electronically within two (2) days of the meeting.
 - 2.1.3. Upon completion, the form will be submitted to the Executive Assistant who will collate the results.
 - 2.1.4. The results will be distributed to all members of the Board and the Senior Leadership Team with the agenda package of the following month.
 - 2.1.5. The Chair of the Board will bring forward concerns or recommendations to the Board for review and appropriate action, as necessary.
 - 2.1.6. The results of all the monthly evaluations will be collated and presented at the Executive Committee's summer meeting for review and appropriate action.

- 2.1.7. A copy of the results and any subsequent recommendations from the Executive Committee, will be placed on the September Board of Health meeting agenda for consideration.

2.2 Board Member's Self-Assessment

- 2.2.1 A Self-Assessment will be completed by the Board of Health at least every other year.
- 2.2.2 The Self-Assessment form will be distributed to all Board Members at the October meeting by the Executive Assistant.
- 2.2.2 Each Board of Health member will complete the form, reflecting on their individual performance as a Board of Health member. The form will be completed by the November meeting.
- 2.2.3 Upon completion, the form will be submitted to the Executive Assistant, who will collate the results.
- 2.2.4 The results will be provided to the Board Chair for review. The Chair of the Board will bring forward any concerns or recommendations to the Board at the December meeting.
- 2.2.5 Results of the self-assessment will be used to inform on-going education or orientation needs for the Board of Health.

2.3 Board of Health Self-Assessment

- 2.3.1 The Board of Health will conduct a collective assessment at least once per term of the Board.

The second year of the term is the recommended timeframe, or as determined by the Board of Health Chair.
- 2.3.2 The assessment will be used to measure the collective performance of the Board and to strengthen governance practices.
- 2.3.3 The assessment form will be distributed to individual board members at the June Board of Health meeting in the designated year.
- 2.3.4 Upon completion, the form will be submitted to the Executive Assistant who will collate the results.
- 2.3.5 The results of the assessment will be presented at the summer meeting of the Executive Committee, for review and appropriate action.
- 2.3.6 A copy of the results and any subsequent recommendations from the Executive Committee, will be placed on the September Board of Health meeting agenda for consideration.

3. SCOPE

- 3.1. This procedure applies to the Board of Health of the Thunder Bay District Health Unit.

4. RESPONSIBILITY

- 4.1. The **Executive Assistant** is responsible for:
- Distributing the Monthly Meeting Evaluation, Board Member Self-Assessment, and Board of Health Self-Assessment to all Board of Health members as applicable;
 - Collating the results and distributing them as outlined in the procedure;
 - Ensuring results and recommendations are placed on subsequent agendas, as appropriate.
- 4.2. The **Board of Health Members** are responsible for completing the Board of Health Meeting Evaluation Form at the conclusion of each meeting and for completing the Self-Assessment survey every two years and for participating in the Board of Health collective assessment.
- 4.3. The **Chair of the Board** is responsible to bring forward concerns and recommendations for the consideration of the Executive Committee or the Board of Health, as appropriate.

5. DEFINITIONS

- 5.1. An **Evaluation** is the process of measuring performance on the basis of existing standards.
- 5.2. An **Assessment** is the process of gathering and reviewing data for the purpose of improving performance.

6. REFERENCES

- 6.1 BH-02-01 Orientation Policy
- 6.2 BH-02-03 Continuing Education Policy
- 6.3 BH-02-20 Code of Conduct
- 6.4 Ontario Public Health Standards: Requirements for Programs, Service and Accountability

7. APPENDICES/LINKS AND ATTACHMENTS

- 7.1 Monthly Board of Health Meeting Evaluation Form
- 7.2 Board Member Health Self-Assessment Form
- 7.3 Board of Health Self-Assessment Form
- 7.4 BH-02-06 Board of Health Self Evaluation Policy