

**Board of Health for the  
Peterborough County-City Health Unit  
AGENDA  
Governance Committee Meeting  
Tuesday, May 3, 2016 – 4:30 – 6:00 p.m.  
Dr. J. K. Edwards Board Room, 3<sup>rd</sup> Floor  
Peterborough County-City Health Unit  
Jackson Square, 185 King Street, Peterborough**

**1. Call to Order**

Opening Statement

*We respectfully acknowledge that we gather and reside on traditional Anishinaabeg land, and we offer our deep gratitude to our First Nations for their care for, and teachings about, our earth and our relations. May we honour those teachings.*

**2. Confirmation of the Agenda**

**3. Declaration of Pecuniary Interest**

**4. Delegations and Presentations**

**5. Confirmation of the Minutes of the Previous Meeting**

5.1. [March 15, 2016](#)

**6. Business Arising From the Minutes**

**7. Staff Reports**

7.1. [Staff Report: Risk Management](#)

Larry Stinson, Director of Operations

**8. Consent Items**

*All matters listed under Consent Items are considered to be routine, housekeeping, information or non-controversial in nature and to facilitate the Board's consideration can be approved by one motion.*

**Committee Members:** *For your convenience, circle the items you wish to consider separately: 8.2a 8.2b*

- 8.1. **Correspondence (NIL)**
- 8.2. **Staff Reports and Presentations**
  - a. **Board By-Laws and Policies for Review**  
Dr. Rosana Salvaterra, Medical Officer of Health
  - b. **Skills Matrix**  
Dr. Rosana Salvaterra, Medical Officer of Health
- 8.3. **Committee Reports (NIL)**
9. **New Business**
  - 9.1. **Review Committee Terms of Reference**  
Greg Connolley, Committee Chair
10. **In Camera to Discuss Confidential Matters (NIL)**
11. **Motions for Open Session (NIL)**
12. **Date, Time, and Place of the Next Meeting**

Tuesday, August 2, 2016 – 4:30 – 6:00 p.m.  
Dr. J.K. Edwards Board Room, 3<sup>rd</sup> Floor, Peterborough County-City Health Unit  
Jackson Square, 185 King Street, Peterborough
13. **Adjournment**

**ACCESSIBILITY INFORMATION: The Peterborough County-City Health Unit is committed to providing information in a format that meets your needs. To request this document in an alternate format, please call us at 705-743-1000.**

**Board of Health for the  
Peterborough County-City Health Unit  
DRAFT MINUTES  
Governance Committee Meeting  
Tuesday, March 15, 2016 – 4:30 p.m.  
Mississauga Lake Room, 185 King Street, Peterborough**

**Present:** Mayor Mary Smith  
Deputy Mayor Fallis  
Mr. Greg Connolley, Chair  
Mayor Woodcock

**Regrets:** Mr. Scott McDonald

**Staff:** Dr. Rosana Salvaterra, Medical Officer of Health  
Mr. Larry Stinson, Director of Operations  
Ms. Natalie Garnett, Recorder (4:40 p.m.)

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**1. Call to Order**

Dr. Salvaterra called the Governance Committee meeting to order at 4:35 p.m.

**2. Elections**

**2.1 Chairperson**

Dr. Salvaterra called for nominations for the position of Chairperson for the Governance Committee for the Peterborough County-City Health Unit for the year 2016.

**MOTION:**

*That Greg Connolley be appointed Chair of the Governance Committee for 2016.*

Moved: Deputy Mayor Fallis

Seconded: Mayor Woodcock

Motion carried. (M-2016-001-GV)

Mr. Connolley assumed the Chair.

**2.2 Vice Chairperson**

Mr. Connolley called for nominations for the position of Vice Chairperson for the Governance Committee for the Peterborough County-City Health Unit for the year 2016.

MOTION:

*That Deputy Mayor Fallis be appointed Vice Chair of the Governance Committee for 2016.*

Moved: Mayor Smith  
Seconded: Mayor Woodcock  
Motion carried. (M-2016-002-GV)

**3. Confirmation of the Agenda**

MOTION:

*That the Agenda be accepted as circulated.*

Moved: Mayor Smith  
Seconded: Deputy Mayor Fallis  
Motion carried. (M-2016-003-GV)

**4. Declaration of Pecuniary Interest**

**5. Delegations and Presentations**

**6. Confirmation of the Minutes of the Previous Meeting**

MOTION:

*That the minutes of the Governance Meeting held December 1, 2015 be approved as circulated and provided to the Board of Health at its next meeting for information.*

Moved: Mayor Smith  
Seconded: Deputy Mayor Fallis  
Motion carried. (M-2016-004-GV)

**7. Business Arising from the Minutes**

**8. Staff Reports**

**9. Consent Items**

9.1 **Correspondence**

9.2 **Staff Reports and Presentations**

a. **Board By-laws and Policies for Review**

MOTION:

*That the Governance Committee for the Board of Health for the Peterborough*

County-City Health Unit advise the Board of Health at its next meeting that the Committee reviewed the following policies and recommends:

- 2-150, Remuneration of Members - Item 10 be amended to "The quarterly financial report presented to the Board of Health will provide details of the expenses related to the activities of the Board of Health."
- 2-261, Appointments, Provincial Representatives – no changes recommended.

Moved: Mayor Woodcock  
Seconded: Deputy Mayor Fallis  
Motion carried. (M-2016-005-GV)

b. Medical Officer of Health Performance Review

MOTION:

*That the Governance Committee for the Board of Health for the Peterborough County-City Health Unit advise the Board of Health:*

- Recommend approval of the PCCHU Medical Officer of Health (MOH) Performance Appraisal Form as amended; and
- Advise the Board of the upcoming MOH review process at the next Board of Health meeting.

Moved: Mayor Smith  
Seconded: Mayor Woodcock  
Motion carried. (M-2016-006-GV)

9.3 Committee Reports

10. New Business

10.1 Governance Committee Workplan (2016)

MOTION:

*That the Governance Committee approve the Governance Committee 2016 Workplan, as amended.*

Moved: Deputy Mayor Fallis  
Seconded: Mayor Woodcock  
Motion carried. (M-2016-007-GV)

11. In Camera to Discuss Confidential Matters

12. Motions from In Camera for Open Session

**13. Date, Time and Place of Next Meeting**

Monday, May 9, 2016 at 4:30 p.m. in the Board Room, Peterborough County-City Health Unit, 185 King Street, Peterborough.

**14. Adjournment**

MOTION:

*That the Governance Committee meeting be adjourned.*

Moved by: Mayor Smith

Seconded by: Deputy Mayor Fallis

Motion carried. (M-2016-008-GV)

The meeting was adjourned at 6:03 p.m.

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Chairperson

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Medical Officer of Health



# Staff Report

## Risk Management

<b>Date:</b>	May 3, 2016	
<b>To:</b>	Governance Committee	
<b>From:</b>	Dr. Rosana Salvaterra, Medical Officer of Health	
<b><i>Original approved by</i></b>	<b><i>Original approved by</i></b>	
Rosana Salvaterra, M.D.	Larry Stinson, Director of Operations	

### Recommendations

That the Governance Committee of the Board of Health for the Peterborough County-City Health Unit:

- receive the staff report, *Risk Management*, for information;
- approve the recommended action plan for implementation.

### Financial Implications and Impact

Risk Management includes the assessment, management and mitigation of financial risk. An effective structure and process for risk management in all areas will support the future effectiveness and sustainability of the organization and prevent inappropriate use of resources.

### Decision History

At the March 15, 2016 Governance Committee Meeting, a work plan was approved that included the following action: Staff to identify current policies, propose new policies.

### Background

On February 24, 2016 Board Member, Mary Smith and Director of Operations, Larry Stinson attended a Risk Management Workshop hosted by the Association of Local Public Health

Agencies (alPHA) and the Association of Ontario Public Health Business Administrators (AOPHBA). The purpose of the event was to provide a broad understanding of risk management and discuss applications within a public health environment.

Among the information shared at the workshop was the Risk Management Strategy and Process Toolkit, a framework used by the Ontario Internal Audit Division to support provincial government staff in developing risk management strategies. The tool lays out 14 different risk categories and proposes a five step process to manage these risks through control and mitigation strategies. One step in the management process is risk prioritization which involves assessing the likelihood and potential impact of each identified risk.

In the presentation provided at the workshop by Graham Scott, the issues of Risk and Governance were shared, with specific attention to Boards of Health. Among his recommendations was that each Board of Health have a minimum of two subcommittees: Governance and Finance. Since the Board of Health for the Peterborough County-City Health Unit has a governance committee, the immediate need to meet this recommendation is the creation of a committee for finance oversight.

### **Rationale**

Based on the above background there is an immediate need for the Board of Health to consider the establishment of a committee for finance oversight and to establish a mechanism to be kept informed of existing and emerging risks, the control mechanisms that are in place and to be able to recommended strategies to prevent and mitigate risks identified as high priority.

There are options for the establishment of a finance committee. In broad terms, there is a significant difference between an audit committee and a finance committee. The former has responsibility for oversight of financial statements and other financial reporting, as well the formal audit process. In addition, they ensure appropriate control measures are in place and compliance is monitored. A finance committee may take on these same responsibilities as well as oversight of: budget preparation; administration, collection and disbursement of financial resources; and advise on significant financial decisions.

Since the Board of Health is a policy board, it is suggested that an Audit Committee as defined above would be most appropriate. Based on the identified need for management of risk at the Board level, it is proposed that the scope of the newly established committee be expanded and be titled the Risk and Audit Committee. The committee could then consider risk management not only in the area of finance, but in other areas relevant to the Board.

### **Strategic Direction**

The proposed recommendations will assist the Board and staff to achieve the strategic direction:

- Quality and Performance



**Contact:**

Larry Stinson,  
Director of Operations  
(705) 743-1000, ext. 255  
[lstinson@pcchu.ca](mailto:lstinson@pcchu.ca)

**Attachments:**

Appendix A: Proposed Action Plan

## Appendix A: Proposed Action Plan for Risk Management

What	Who	When
Development of Draft Terms of Reference for Risk and Audit Committee	Director of Operations with support of Governance Chair and MOH	May/June
Approval of Terms of Reference by Governance Committee	Governance Committee	Meeting to be scheduled
Approval of Terms of Reference by Board of Health	Board of Health	September
Establish a draft Work Plan for the Risk and Audit Committee	Committee Chair with support from Director of Operations	October
Approval of the Work Plan by the Risk and Audit Committee	Risk and Audit Committee	November
Prepare Reports based Risk Categories as identified in the Committee Work Plan	Director of Operations Risk and Audit Committee	As scheduled
Make recommendations to Board and/or provide direction to staff regarding prevention and mitigation strategies	Risk and Audit Committee	Ongoing

**To:** BOH Governance Committee  
**From:** Dr. Rosana Salvaterra, Medical Officer of Health  
**Subject:** By-Laws, Policies and Procedures for Review  
**Date:** May 3, 2016

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**1. By-Laws/Policies requiring amendments:**

**Proposed Recommendation:**

*That the Governance Committee for the Board of Health of the Peterborough County-City Health Unit recommend that the Board of Health approve revisions to the following:*

- 2-160 By-Law #7, Execution of Documents
- 2-211 Delegation of Authority.

**Attachments**

Attachment A – [2-160 By-Law #7, Execution of Documents](#)  
Attachment B - [2-211 Delegation of Authority](#)

**2. Policies with no recommended changes:**

**Proposed Recommendation:**

*That the Governance Committee for the Board of Health of the Peterborough County-City Health Unit advise the Board of Health that the following policies were reviewed and no revisions were recommended:*

- 2-20 Authority and Jurisdiction; and,
- 2-130 By-Law #4, Appointment of an Auditor.

Staff are not recommending further changes to these documents at this time.

**Attachments**

Attachment C - [2-20 Authority and Jurisdiction](#)  
Attachment D - [2-130 By-Law #4, Appointment of an Auditor](#)



## Board of Health

**POLICY AND PROCEDURE**

<b>Section:</b> Board of Health	<b>Number:</b> 2-160	<b>Title:</b> By-Law Number 7 – Execution of Documents
<b>Approved by:</b> Board of Health		<b>Original Approved by Board of Health On (YYYY-MM-DD):</b> 1989-10-11
<b>Signature:</b>		<b>Author:</b> Director, Corporate Services
<b>Date (YYYY-MM-DD):</b>	2014-09-10	
<b>Reference:</b>		

**NOTE:** This is a **CONTROLLED** document for internal use only, any document appearing in a paper form should **ALWAYS** be checked against the online version prior to use.

### By-Law Number 7 Execution of Documents

1. In this By-law:
  - 1) "Act" means the Health Protection and Promotion Act;
  - 2) "Board" means the Board of Health for the Peterborough County-City Health Unit;
  - 3) "Chairperson of the Board" means the Chairperson elected under the Act;
  - 4) "Vice-Chairperson of the Board" means the Vice-Chairperson elected under the Act;
  - 5) "Medical Officer of Health" means the Medical Officer of Health of the Board as defined under the Act and Regulations; and
  - 6) "Director of Operations, Corporate Services" means the business administrator of the Board as defined in the Regulations under the Act.
  
2. Except as otherwise directed by the Board, the Chairperson and Vice-Chairperson of the Board, the Medical Officer of Health, Director of Operations, Public Health Programs and the Assistant Director of Programs, Corporate Services shall be authorized to sign any class of or particular contract, arrangement, conveyance, mortgage, obligation or other document.
  
3. Only one signature of the signing officers set out in section 2 of this By-law shall be required for a contract, arrangement, conveyance, mortgage, or other document with a pecuniary value of less than ~~\$25,000~~40,000. For a contract, arrangement, conveyance, mortgage, or other document with a pecuniary value of ~~\$25,000~~40,000 or more, two signatures of the signing officers set out in section 2 of this By-law shall be required. One signature will be the Chairperson of the Board of Health or in the absence of the Chairperson, the Vice-Chairperson of the Board of Health. The

second signature will be the Medical Officer of Health or in the absence of the Medical Officer of Health, the Director, ~~Corporate Services~~Operations.

4. The Medical Officer of Health and/or Director of Corporate ServicesOperations are authorized to sign Provincial Accountability Agreements as required.

This By-law shall be deemed to have come in to force on the 11th day of October, 1989.

### **Review/Revisions**

**On** (YYYY-MM-DD): 2012-09-12

**On** (YYYY-MM-DD): 2010-10-28

**On** (YYYY-MM-DD): 2006-03-06

**On** (YYYY-MM-DD): 1998-10-28



## Board of Health

**POLICY AND PROCEDURE**

<b>Section:</b> Board of Health	<b>Number:</b> 2-211	<b>Title:</b> Delegation of Authority
<b>Approved by:</b> Board of Health		<b>Original Approved by Board of Health</b>
<b>Signature:</b> _____		<b>On (YYYY-MM-DD):</b> 2012-06-12
<b>Date (YYYY-MM-DD):</b> 2014-06-11		<b>Author:</b>
<b>Reference:</b>		

**NOTE:** This is a **CONTROLLED** document for internal use only, any document appearing in a paper form should **ALWAYS** be checked against the online version prior to use.

**POLICY**Policy Statement:

The Board of Health is responsible by legislation to ~~provide and~~ ensure the provision of public health programs and services.

The Board delegates the day-to-day administration and oversight of the Health Unit to its Medical Officer of Health. The Medical Officer of Health may re-delegate certain functions as required.

Standard:

The Delegation of Authority also means the delegation of accountability and responsibility.

**PROCEDURE**

Except as otherwise noted, all administrative authority is delegated to the Medical Officer of Health. This includes ~~(but is not limited to):~~ all duties and responsibilities as outlined in the Medical Officer of Health job description as approved by the Board of Health.

- ~~• Developing, recommending and implementing Policies and Procedures;~~
- ~~• Interviewing, checking the references of, hiring and orienting Senior Managers;~~
- ~~• Supervising preparation of annual capital and operating budgets;~~
- ~~• Monitoring adherence to budget and recommending changes as required;~~
- ~~• Implementing the Board's strategic plan and reporting progress to Board annually or as circumstances change;~~

- ~~Authorizing purchases, disbursements and signing cheques to the financial level delegated by the Board;~~
- ~~Supervising the day-to-day operations of the Peterborough County-City Health Unit;~~
- ~~Maintaining records as required by law;~~
- ~~Providing information and participating at Board of Health meetings;~~
- ~~Terminating all employees below the level of Medical Officer of Health. It is anticipated the Medical Officer of Health will consult the Board Chair before an employee is terminated.~~

### **Review/Revisions**

**On** (YYYY-MM-DD): **2014-05-22** (Governance)

**On** (YYYY-MM-DD):

**On** (YYYY-MM-DD):

**On** (YYYY-MM-DD):



## Board of Health Policy

Section: <b>Board of Health</b>	Number: <b>2-20</b>	Title: <b>Authority and Jurisdiction</b>	Page: <b>1 of 2</b>
<b>Approved by: Board of Health</b> <b>Date: June 13, 2012</b>		<b><u>Original:</u></b> <b>Approved by: Board of Health</b> <b>On: December 9, 1986</b>	
<b><u>Housekeeping Revision</u></b> <b>Approved by:</b> <b>On:</b>		<b><u>Revision:</u></b> <b>Approved by: Board of Health</b> <b>On: June 13, 2012</b>	
		<b><u>Reviewed:</u></b> <b>By: Governance Committee</b> <b>On: May 28, 2012</b>	
		<b>Next Review Date: June 2014</b>	
<u>Reference:</u>			

**NOTE:** This is a **CONTROLLED** document for internal use only, any document appearing in a paper form should **ALWAYS** be checked against the online version prior to use.

1. The Board of Health for the Peterborough County-City Health Unit operates by authority of:
  - a) The Health Protection and Promotion Act, and its Regulations; and
  - b) Agreement between the County of Peterborough and the City of Peterborough signed January 22, 1965, establishing the Peterborough County-City Health Unit.
2. The Peterborough County-City Health Unit has jurisdiction over the geographical area of the County of Peterborough and the City of Peterborough R.R.O. 1990, Reg. 553, Sched. 30).
3. A Letter of Agreement dated March 26, 1999 between the Board of Health and Curve Lake First Nation Council, authorizes the Medical Officer of Health to make Health Unit programs and services available to Curve Lake First Nation.
4. A Letter of Agreement dated May 3, 2007 between the Board of Health and Hiawatha First Nation Council, authorizes the Medical Officer of Health to make Health Unit programs and



services available to Hiawatha First Nation.



## Board of Health

**POLICY AND PROCEDURE**

<b>Section:</b> Board of Health	<b>Number:</b> 2-130	<b>Title:</b> By-Law Number 4 – Appointment of an Auditor
<b>Approved by:</b> Board of Health		<b>Original Approved by Board of Health On (YYYY-MM-DD):</b> 1989-10-11
<b>Signature:</b> _____		<b>Author:</b> Director, Corporate Services
<b>Date (YYYY-MM-DD):</b> 2008-01-09		Last Review Date: 2014-09-03
<b>Reference:</b>		

**NOTE:** This is a **CONTROLLED** document for internal use only, any document appearing in a paper form should **ALWAYS** be checked against the online version prior to use.

### By-Law Number 4 A By-Law to Provide for the Appointment of an Auditor

1. In this By-law:
  - (1) "Board" means the Board of Health for the Peterborough County-City Health Unit; and
  - (2) "meeting" means an official gathering of the Board in one place to transact business.
  
2. In accordance with the Municipal Act, Section 296, Subsection (10), as the Board is a local board of more than one municipality, the auditor of the municipality which is responsible for the largest share of the operating costs of the local board is required to audit the local board.
  
3. The auditor shall:
  - (1) audit the accounts and transactions of the Board;
  - (2) perform such duties as are prescribed with respect to local boards under the Municipal Act and the Municipal Affairs Act;
  - (3) perform such other duties as may be prescribed by the Board that do not conflict with the duties as set out in subsection (2) of section 3 of this By-law;
  - (4) have a right of access at all reasonable hours to all books, records, documents, accounts and vouchers of the Board and is entitled to require from the Board such information and explanation as in his/her opinion may be necessary to carry out such duties as set out in subsections (2) and (3) of section 3 of this By-law; and
  - (5) be entitled to attend any meeting, to receive all notices relating to any such meeting and to be heard at any such meeting that he/she attends on any part of the business that concerns him/her as auditor.

This By-Law shall be deemed to have come in to force on the 11th day of October, 1989.

Dated at the City of Peterborough the 12th day of October, 1989.

**Review/Revisions**

**On** (YYYY-MM-DD): 2008-01-09

**On** (YYYY-MM-DD): 2006-04-12

**On** (YYYY-MM-DD): 2005-01-12

**To:** BOH Governance Committee

**From:** Dr. Rosana Salvaterra, Medical Officer of Health

**Subject:** Skills Matrix and Inventory

**Date:** May 3, 2016

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**Proposed Recommendation:**

*That the Governance Committee for the Board of Health of the Peterborough County-City Health Unit receive for information the following documents:*

- *January 2012 Skills Matrix and Inventory; and,*
- *February 2013 Skills Matrix and Inventory.*

The original document was produced by the Governance Committee, and later refined by the Executive team for the purposes of interviewing potential candidates for the vacant Provincial Appointee positions on the Board in 2013.

**Attachments**

Attachment A – [January 2012 Skills Matrix and Inventory](#)

Attachment B – [February 2013 Skills Matrix and Inventory](#)

**Board Member Skills Matrix and Inventory**

\*Synopsis of key board requirements (these should relate to the Board’s strategic plan)

- List a key board requirement for the next three to five years, for example, construction and project management skills, if the hospital will be completing a capital project.

Board Members		Finance	Business Mgmt	Human Resources Mgmt	Health Care Admin & Policy	Clinical	Government & Gov Relations	Political Acumen	Construction & Project Mgmt	Legal	Strategic Planning	Risk Management	Information Technology	Accounting	Education	Research	Quality & Performance Mgmt	Labour Relations	Board & Governance	Public Affairs & Communications	Ethics	Client & Health Care Advocacy
Name	Years on Board																					
Total Rating:																						

Date of Completion:

**Board Member Skills Matrix and Inventory**

Please review the enclosed applications and rank according to the following matrix. Assign one point if the applicant meets any of the listed requirements.

Name	Lives in Peterborough City, County, First Nation	Previous Board Experience	Knowledge of Public Health	Communications Skills	Experience with or membership in a "priority population"	Government & Gov. Relations	Construction & Project Mgmt.	Quality & Performance Management	Fundraising	Other	If points have been awarded for 'other', please include rationale below.
<b>Total Rating:</b>											

Completed by:  
Date of Completion:

Board of Health  
**POLICY AND PROCEDURE**

<b>Section:</b> Board of Health	<b>Number:</b> 2-348	<b>Title:</b> Governance Committee, Terms of Reference
<b>Approved by:</b> Board of Health		<b>Original Approved by Board of Health</b>
<b>Signature:</b> _____		<b>On (YYYY-MM-DD):</b> 2010-05-12
<b>Date (YYYY-MM-DD):</b> 2015-03-11		<b>Author:</b> Governance Committee
<b>Reference:</b>		

**NOTE:** This is a **CONTROLLED** document for internal use only, any document appearing in a paper form should **ALWAYS** be checked against the online version prior to use.

**Goal**

1. To ensure that the Board of Health fulfils its legal, ethical, and functional responsibilities through adequate governance policy development, recruitment strategies, training programs, monitoring of board activities, and evaluation of board members’ participation.
2. To promote and ensure effective governance by recommending to the Board of Health, Board of Health By-laws and policies and procedures that are relevant, current, and comprehensive.

**Objectives**

The Governance Committee will:

1. review and make recommendations to the Board regarding orientation of new members and the ongoing development of existing members;
2. be responsible to ensure that the By-law to select Board members for the Executive positions is followed and that no conflict, or perceived conflict is evident in the selection and voting process;
3. review, prepare and recommend revisions, where necessary, to Board of Health By-laws, policies and procedures;
4. advise the Board or a Board Committee of all corporate governance issues that the Committee determines ought to be considered by the Board or Committee as set out in an annual work plan;

5. oversee and advise on the annual selection of Board members for its standing Committees;
6. establish and administer a process for assessing the effectiveness of the Board, its Committees;
7. establish and administer a process for assessing the effectiveness of the Medical Officer of Health;
8. act as liaison between non-union staff and the Board of Health on matters related to compensation and working conditions.

### **Membership**

The Committee will be composed of a minimum of three Board members in addition to the Chair.

The Committee will elect its own Chair and Vice-Chair at the first meeting of each calendar year.

Internal staff resources will be provided for the Committee through the Medical Officer of Health and the Director, Corporate Services.

### **Quorum**

A majority of Committee members constitute a quorum.

### **Reporting**

The Committee will provide its minutes, once approved, to the Board of Health at the next scheduled meeting.

The Chair will take motions and/or recommendations deemed appropriate by the Committee forward to the Board of Health at the next scheduled meeting.

### **Meetings**

The Committee will meet a minimum of quarterly and may meet more frequently

Extraordinary meetings to address specific items may be held at the call of the Chair of the Governance Committee.

Time-limited sub-committees may be formed to address specific issues.

The Governance Committee will meet with other Board Committees as required.



## **Minutes**

The Administrative Assistant to the Board of Health, or designate, will record the proceedings at meetings and provide secretarial support to the Committee.

The minutes are circulated in draft to Committee members prior to the next Committee meeting. Minutes are corrected and approved at the next meeting of the Committee.

The approved minutes are signed by the recorder and the Chairperson. Original copies of the approved minutes are kept in a binder in the Administration office.

## **Agendas**

Agendas will be prepared and distributed according to the format set forth in Section 4 – Agenda and Order of Business, as written in Board of Health By-Law #3, Calling of and Proceedings at Meetings.

## **Terms of Reference**

The Terms of Reference of the Board of Health’s Governance Committee will be reviewed and updated at the first meeting of each new year or more often as needed.

## **Review/Revisions**

**On** (YYYY-MM-DD): 2013-02-13 (Board)

**On** (YYYY-MM-DD): 2013-02-01 (Governance review)

**On** (YYYY-MM-DD): 2011-09-11 (Board)

**On** (YYYY-MM-DD): 2011-06-09 (Governance review)