

**Board of Health for the
Peterborough County-City Health Unit
MINUTES
Governance Committee Meeting
Tuesday, May 3, 2016 – 4:30 p.m.
Dr. J. K. Edwards Board Room, 185 King Street, Peterborough**

Present: Mayor Mary Smith
Mr. Scott McDonald
Mr. Greg Connolley, Chair
Mayor Rick Woodcock

Regrets: Deputy Mayor John Fallis

Staff: Dr. Rosana Salvaterra, Medical Officer of Health
Mr. Larry Stinson, Director of Operations
Ms. Natalie Garnett, Recorder (4:35 p.m.)

1. Call to Order

Mr. Connolley called the Governance Committee meeting to order at 4:30 p.m.

2. Confirmation of the Agenda

MOTION:

That the Agenda be accepted as circulated.

Moved: Mayor Smith

Seconded: Mr. McDonald

Motion carried. (M-2016-009-GV)

3. Declaration of Pecuniary Interest

4. Delegations and Presentations

5. Confirmation of the Minutes of the Previous Meeting

MOTION:

That the minutes of the Governance Meeting held March 15, 2016 be approved as circulated and provided to the Board of Health at its next meeting for information.

Moved: Mr. McDonald

Seconded: Mayor Woodcock

Motion carried. (M-2016-010-GV)

6. Business Arising from the Minutes

7. Staff Reports

7.1 Staff Report: Risk Management

Mr. Stinson, Director of Operations provided an overview of the staff report "Risk Management".

MOTION:

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

- *Receive the staff report, "Risk Management", for information; and*
- *Approve the recommended action plan for implementation.*

Moved: Mr. McDonald

Seconded: Mayor Smith

Motion carried. (M-2016-011-GV)

MOTION:

That staff undertake additional research on how similar Board of Health are addressing the Risk Management issue and bring a report to the Committee meeting of August 2, 2016 along with a Draft Terms of Reference.

Moved: Mayor Smith

Seconded: Mayor Woodcock

Motion carried. (M-2016-012-GV)

8. Consent Items

8.1 Correspondence

8.2 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 by-law and recommends:

- 2-160, *By-law 7, Execution of Documents – be amended as recommended.*

Moved: Mayor Woodcock
Seconded: Mr. McDonald
Motion carried. (M-2016-013-GV)

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 and recommends:

- 2-211, *Delegation of Authority – be amended as revised.*

Moved: Mayor Smith
Seconded: Mr. McDonald
Motion carried. (M-2016-014-GV)

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 and recommends:

- 2-20, *Authority and Jurisdiction – no revisions.*

Moved: Mayor Woodcock
Seconded: Mr. McDonald
Motion carried. (M-2016-015-GV)

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 and recommends:

- *By-law 4, Appointment of Auditor – be revised as recommended.*

Moved: Mayor Woodcock
Seconded: Mayor Smith
Motion carried. (M-2016-016-GV)

b. Skills Matrix

MOTION:

That the Governance Committee for the Board of Health for the Peterborough County-City Health Unit request staff to draft a skills matrix tool that could be used to search for new Board Members when required.

Moved: Mr. McDonald
Seconded: Mayor Woodcock
Motion carried. (M-2016-017-GV)

8.3 Committee Reports

9. New Business

9.1 Review Committee Terms of Reference

The Chair provided an overview of the Governance Committee Terms of Reference.

MOTION:

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

- *2-348, Governance Committee Terms of Reference – be revised as recommended.*

Moved: Mr. McDonald
Seconded: Mayor Woodcock
Motion carried. (M-2016-018-GV)

10. In Camera to Discuss Confidential Matters

11. Motions from In Camera for Open Session

12. Date, Time and Place of Next Meeting

Tuesday, August 2, 2016 at 4:30 p.m. in the Board Room, Peterborough County-City Health Unit, 185 King Street, Peterborough.

13. Adjournment

MOTION:

That the Governance Committee meeting be adjourned.

Moved by: Mayor Smith
Seconded by: Mr. McDonald
Motion carried. (M-2016-019-GV)

The meeting was adjourned at 6:05 p.m.

Chairperson

Medical Officer of Health