

**Board of Health for the
Peterborough County-City Health Unit
AGENDA
Governance Committee Meeting
Wednesday, February 15, 2017 – 5:00 – 6:30 p.m.
Dr. J. K. Edwards Board Room, 3rd Floor
Peterborough County-City Health Unit
Jackson Square, 185 King Street, Peterborough**

1. Call to Order

Dr. Rosana Salvaterra, Medical Officer of Health

Opening Statement

We acknowledge that where we meet is the land and territory of the Anishnaabeg [Anish-naw-beg] people, and that we gather with gratitude to our Mississauga neighbours. We say “meegwetch” to thank them and other Aboriginal peoples for taking care of this land from time immemorial and for sharing this land with those of us who are newcomers. Out of that gratitude, we are called to treat the land, its plants, animals, stories, and its Peoples with honour and respect. We are all Treaty people.

2. Elections

Dr. Rosana Salvaterra, Medical Officer of Health

2.1. Chairperson

2.2. Vice-Chairperson

3. Confirmation of the Agenda

4. Declaration of Pecuniary Interest

5. Delegations and Presentations

6. Confirmation of the Minutes of the Previous Meeting

6.1. [November 1, 2016](#)

7. Business Arising From the Minutes

8. Staff Reports

8.1. **By-Laws, Policies and Procedures for Review**
Dr. Rosana Salvaterra, Medical Officer of Health

Attachments:

- [Cover Report](#)
- a. [2-90, Human Rights and Discrimination](#)
- b. [2-92, Workplace Violence and Harassment Prevention](#)
- c. [PPH Organizational Policy 12-380, Harassment - Workplace](#)
- d. [2-185, By-Law Number 10, Conduct of Open and In-Camera Meetings](#)
- e. [2-402, Immunization](#)

9. **Consent Items (NIL)**

10. **New Business**

10.1. **[Governance Committee Work Plan \(2017\)](#)**

11. **In Camera to Discuss Confidential Matters (NIL)**

12. **Motions for Open Session**

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

Wednesday, May 24, 2017 – 5:00 – 6:30 p.m.
Dr. J. K. Edwards Board Room, 3rd Floor
Peterborough Public Health
Jackson Square, 185 King Street, Peterborough

14. **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
Peterborough Public Health
DRAFT MINUTES
Governance Committee Meeting
Tuesday, November 1, 2016 – 4:30 – 6:00 p.m.
Dr. J. K. Edwards Board Room, 3rd Floor
Jackson Square, 185 King Street, Peterborough**

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

Staff: Dr. Rosana Salvaterra, Medical Officer of Health
Mr. Larry Stinson, Director of Operations
Ms. Alida Tanna, Recorder

1. Call to Order

Mr. Connolley called the Governance Committee meeting to order at 4:34 p.m.

2. Confirmation of the Agenda

Given a potential early departure from Mayor Smith, it was requested that item 10, In Camera Discussion, could be moved earlier in the agenda after item 4, Delegations and Presentations.

MOTION:

That the Agenda be accepted as amended.

Moved: Mayor Smith

Seconded: Deputy Mayor Fallis

Motion carried. (M-2016-029-GV)

3. Declaration of Pecuniary Interest

4. Delegations and Presentations

In Camera to Discuss Confidential Matters

MOTION:

That the Governance Committee go In Camera to discuss one item under Section 239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees, and one item under Section 239(2)(d) Labour relations or employee negotiations, at 4:38 p.m.

Moved: Mayor Smith
Seconded: Deputy Mayor Fallis
Motion carried. (M-2016-030-GV)

MOTION:

That the Governance Committee rise from In Camera at 5:15 p.m.

Moved: Mayor Smith
Seconded: Deputy Mayor Fallis
Motion carried. (M-2016-031-GV)

Motions for Open Session

MOTION:

That the Governance Committee recommend to the Board of Health the following appointments:

- *First Nations Committee: Kerri Davies, Deputy Mayor John Fallis, Chief Phyllis Williams, Liz Stone (Community Volunteer), Lori Flynn (Community Volunteers)*
- *Governance Committee: Councillor Gary Baldwin, Greg Connolley, Deputy Mayor John Fallis, Mayor Rick Woodcock*
- *Stewardship Committee: Councillor Henry Clarke, Andy Sharpe, Mayor Rick Woodcock.*

Moved: Deputy Mayor Fallis
Seconded: Mayor Rick Woodcock
Motion carried. (M-2016-032-GV)

5. Confirmation of the Minutes of the Previous Meeting

5.1. August 2, 2016

MOTION:

That the minutes of the Governance Meeting held August 2, 2016 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-2016-033-GV)

6. Business Arising From the Minutes

7. Staff Reports

7.1 Board By-Laws and Policies for Review

Dr. Rosana Salvaterra, Medical Officer of Health

MOTION:

That the Governance Committee advise the Board of Health at its next meeting that the Committee reviewed the following and recommends:

- 2-152 Board Leadership and Committee Membership Selection (revised)
- 2-270 Conduct of Board Members (revised)
- 2-300 Medical Officer of Health (revised)
- 2-345 Medical Officer of Health Absence (revised); and
- 2-400 Naming Rights (revised).

Moved: Mayor Smith

Seconded: Deputy Mayor Fallis

Motion carried. (M-2016-034-GV)

8. Consent Items (NIL)

9. New Business

9.1. Orientation/Education Needs for the Board in 2017

Members discussed potential educational needs for the Board in 2017, items included:

- Travel Health
- Closed Session Training
- Public Health Inspectors (e.g. duties, scope, etc.)

9.2. Board/Management Planning Session Discussion – February 11, 2017

Mayor Smith departed the meeting at 5:45 p.m.

10. In Camera to Discuss Confidential Matters

Refer to item 2.

11. Motions for Open Session

Refer to item 2.

12. Date, Time, and Place of the Next Meeting

To be determined after Committee appointments are confirmed on January 11, 2017 by the Board.

13. Adjournment

MOTION:

That the Governance Committee meeting be adjourned.

Moved by: Deputy Mayor Fallis

Seconded by: Mr. Connolley

Motion carried. (M-2016-035-GV)

The meeting was adjourned at 5:58 p.m.

ACCESSIBILITY INFORMATION: Peterborough Public Health 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.

To: BOH Governance Committee

From: Dr. Rosana Salvaterra, Medical Officer of Health

Subject: By-Laws, Policies and Procedures for Review

Date: February 15, 2017

Proposed Recommendation:

That the Governance Committee recommend that the Board of Health for Peterborough Public Health approve the following:

- 2-90, Human Rights and Discrimination (revised)
- 2-92, Workplace Violence and Harassment Prevention (revised)
- 2-185, By-Law Number 10, Conduct of Open and In-Camera Meetings (revised)
- 2-402, Immunization (new).

Background

With respect to policy 2-92, Workplace Violence and Harassment Prevention, the procedural aspects of this policy have been removed and placed into an organizational level policy which has been appended for your reference (Attachment C).

Attachments

- [Attachment A – 2-90, Human Rights and Discrimination](#)
- [Attachment B - 2-92, Workplace Violence and Harassment Prevention](#)
- [Attachment C – PPH Organizational Policy 12-380, Harassment - Workplace](#)
- [Attachment C - 2-185, By-Law Number 10, Conduct of Open and In-Camera Meetings](#)
- [Attachment D - 2-402, Immunization](#)



Board of Health
POLICY AND PROCEDURE

Section: Board of Health	Number: 2-90	Title: Human Rights and Discrimination
Approved by: Board of Health		Original Approved by Board of Health
Signature: _____		On (YYYY-MM-DD): 2011-11-09
Date (YYYY-MM-DD): 2014-11-12		Author: Medical Officer of Health
Reference:		

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

The ~~Peterborough County-City~~ Board of Health [for Peterborough Public Health \(PPH\)](#) recognizes that the inherent dignity and the equal and inalienable rights of all members of the human family is the foundation of freedom, justice and peace in the world and is in accord with the Universal Declaration of Human Rights as proclaimed by the United Nations.

[Ontario's Human Rights Code](#) provides for equal rights and opportunities without discrimination that is contrary to law. The Board of Health recognizes the right of all persons living in Peterborough City and County to equal access to all its programs and services, free from discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, record of offences, family status or disability.

As an employer, the Board of Health recognizes that the right to "equal treatment with respect to employment" ensures freedom from discrimination that is contrary to law and covers applying for a job, being recruited, training, transfers, promotions, dismissal and layoffs. It also covers rate of pay, overtime, hours of work, holidays, benefits, shift work, discipline and performance evaluations.

We will support the accommodation of employees and job applicants who require workplace accommodation under any of the grounds described in the Human Rights Code. We will work to achieve a workplace free of barriers by providing accommodation for the needs of those individuals covered by the Code, up to the point where it causes undue hardship for the Board.

All employees, students, volunteers and clients of the board of health have the right to be free from humiliating or annoying behaviour that is based on one or more grounds in the Code. Harassment requires a "course of conduct," which means that a pattern of behaviour or more than one incident is usually

required. Please refer to Board of Health Policy 2-92, Workplace Violence and Harassment. (See policy on Workplace Violence and Harassment Prevention for reporting harassment complaints.

For all other Human Rights and Discrimination complaints, employees should refer to Organizational Policy and Procedure 12-101, “Complaints, Employee”). Clients of PPH should follow Board of Health policy 2-280, Complaints, to report any incidents experienced while accessing PPH programs or services.

No employee will suffer reprisal for filing a complaint in good faith.

Review/Revisions

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

On (YYYY-MM-DD): 2014-11-12

On (YYYY-MM-DD):

On (YYYY-MM-DD):



Board of Health

POLICY AND PROCEDURE

Section: Board of Health	Number: 2-92	Title: Workplace Violence and Harassment Prevention
Approved by: Board of Health		Original Approved by Board of Health
Signature: _____		On (YYYY-MM-DD): 2011-11-09
Date (YYYY-MM-DD): _____		Author: Medical Officer of Health
Reference: Occupational Health and Safety Act, Section 32 Board of Health Policy 2-90, Human Rights and Discrimination Board of Health Policy 2-280, Complaints Organizational Policy 12-380, Harassment - Workplace		

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.

POLICYPolicy Statement:

The ~~Peterborough County-City~~ Board of Health [for Peterborough Public Health \(PPH\)](#) is committed to providing a work environment in which all individuals are treated with respect and dignity.

The ~~Peterborough County-City~~ PPH -Board of Health is committed to the prevention of workplace violence and harassment and is ultimately responsible for employee health and safety. We will take whatever steps are reasonable to protect our employees from workplace violence from all sources.

Violent behaviour or harassment in the workplace is unacceptable from anyone. This policy applies to all employees, volunteers, students and other members of the public participating in a ~~health unit~~ program or receiving a ~~health unit~~ service [offered by PPH](#). Everyone is expected to uphold this policy and to work together to prevent workplace violence and harassment and will be held accountable by the employer.

Harassment may also relate to a form of discrimination as set out in the [Ontario Human Rights Code](#), but it does not have to. Ontario's Human Rights Code states that "Every person who is an employee has a right to freedom from harassment in the workplace by the employer or agent of the employer or by another employee because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, age, record of offences, marital status, family status or disability." Sexual harassment, including

solicitation, is also prohibited under the Human Rights Code. [Please refer to Board policy 2-90, Human Rights and Discrimination, for further details.](#)

This policy is not intended to limit or constrain the reasonable exercise of management functions in the workplace. These functions include management's right to:

- establish terms and conditions of employment;
- maintain order, discipline, and efficiency;
- hire, discharge, direct, transfer, classify, promote, demote or discipline employees; and,
- generally manage the ~~Health Unit~~[organization.](#)

Employees are encouraged to report any incidents of workplace violence or harassment, [please refer to Organizational policy 12-380, Harassment – Workplace, to report these incidents.](#) The Board of Health will ensure that there will be no negative consequences for reports made in good faith. Management will investigate and deal with all concerns, complaints, or incidents of workplace violence or harassment in a timely and fair manner while respecting employees' privacy, to the extent possible.

Nothing in this policy prevents or discourages an employee from filing an application with the [Ontario Human Rights Tribunal](#) on a matter related to the [Ontario Human Rights Code](#) within one year of the last alleged incident. An employee also retains the right to exercise any other legal avenues available.

There is a workplace violence and harassment prevention program that implements this policy and complies with Section 32 of the [Ontario Occupational Health and Safety Act](#). It includes measures and procedures to protect employees from workplace violence, a means of summoning immediate assistance and a process for employees to report incidents, or raise concerns. The program outlines how the employer will investigate and deal with incidents or complaints of workplace violence or harassment and any other elements prescribed in the regulation.

The ~~Peterborough County City~~[PPH](#) Board of Health as the employer will ensure that this policy and the supporting [organizational policy and](#) procedures are implemented and maintained and that all employees and supervisors have the appropriate information and instruction to protect them from violence in the workplace. Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by employees and that employees have the information that they need to protect themselves. Every employee must work in compliance with this policy and the supporting [organizational policy and](#) procedures.

[Clients of PPH should follow Board of Health policy 2-280, Complaints, to report any incidents of violence and/or harassment experienced while accessing PPH programs or services.](#)

This policy is to be reviewed annually by the board of health and posted in the workplace.

Definitions

*Bullying*¹: A conscious, willful, and deliberate hostile activity intended to induce intimidation through the threat of further emotional or physical harm. It includes the following three elements:

1. Imbalance of power: The bully can be older bigger, stronger, more verbally adept, higher up on the social ladder and/or decision-making ladder (i.e. people with authority over others), of a different race or of the opposite sex.
2. Intent to harm: The bully means to inflict emotional and/or physical pain, and expects the action to hurt. Bullying is no accident, mistake, or slip of the tongue.
3. A pattern of behaviour: The negative behaviour toward the victim has happened more than once and has caused fear in the victim that it will happen again.

~~*Complainant*: An employee who had alleged to have been the target of violence, or harassment and whom brings a complaint forward under this policy.~~

~~*Investigator*: A person or persons designated by Human Resources to conduct the investigation of the reported incident.~~

~~*Respondent*: A person alleged to have engaged in the violent or harassing behavior as defined by this policy.~~

*Workplace bullying*²: Persistent, offensive, abusive, intimidating or insulting behaviour, abuse of power or unfair penal sanctions which makes the recipient feel upset, threatened, humiliated or vulnerable, which undermines their self-confidence and which may cause them to suffer stress.

*Workplace harassment*³: Engaging in a course of vexatious comment or conduct against a worker, in a workplace, that is known or ought reasonably to be known to be unwelcome.

*Workplace violence*⁴:

- (a) the exercise of physical force by a person against an employee, in a workplace, that causes or could cause physical injury to the employee,
- (b) an attempt to exercise physical force against an employee, in a workplace, that could cause physical injury to the employee,
- (c) a statement or behaviour that it is reasonable for an employee to interpret as a threat to exercise physical force against the employee, in a workplace, that could cause physical injury to the employee.

Vexatious: An act by a person in order to annoy, embarrass or otherwise aggravate another person.

PROCEDURE

1. Responsibilities:

1.1. Supervisor/Human Resources

- ~~1.1.1. Human Resources shall act as the workplace coordinator with respect to workplace violence and workplace harassment in accordance with the duties and functions outlined herein.~~

- ~~1.1.2. The supervisor or Human Resources Generalist is responsible to be available to the employee to receive the complaint information and assist as required in gathering the information to document the incident on the Incident Report – Workplace Violence and Harassment form (see Appendix A).~~
- ~~1.1.3. The supervisor shall, in a timely manner, forward the Incident Report to Human Resources or designate to initiate the review and assignment of an Investigator, where applicable.~~
- ~~1.1.4. Human Resources or designate shall ensure that the steps determined to investigate and/or address the complaint have been taken.~~
- ~~1.1.5. Where an investigation establishes that an employee of the PCCHU was responsible for the incident of violence, threatening violence or harassment, the employee shall be disciplined in a manner that is consistent with PCCHU's practices on discipline.~~
- ~~1.1.6. The complaint and investigation will be conducted in a confidential manner. Personal information will be shared with an employee about a person with a history of violent behaviour where:
 - ~~1.1.6.1. The employee could be expected to encounter that person in the course of his/her work; and~~
 - ~~1.1.6.2. There is a risk of workplace violence likely to expose the employee to physical injury.~~~~
- ~~1.1.7. Where the supervisor becomes aware or ought reasonably to be aware that an employee is at risk for intimate partner violence that would likely expose the employees to physical injury in the workplace, the PCCHU shall take every reasonable and practical precaution to protect that employee in the workplace and communicate this information as deemed appropriate to protect the employee.~~

1.2. Employee

- ~~1.2.1. Employees share the responsibility to ensure that their work environment is free from violence, threats of violence, intimidation and other disruptive behavior. As such, employees are expected to treat all other employees and visitors with respect and dignity. Employees must not threaten violence or engage in any violent behavior in the workplace.~~
- ~~1.2.2. Employees are to read and refer to the online PCCHU Personal Safety Handbook for more program and job assignment specific information.~~
- ~~1.2.3. Employees are to provide information on workplace violence by completing the Employee Risk Assessment – Workplace Violence form (see Appendix B) when requested by the employer.~~
- ~~1.2.4. Employees are to call for immediate assistance when workplace violence occurs or is likely to occur, or when a threat of workplace violence is made. This includes intimate partner violence of which they are aware that may result in physical injury in the workplace.~~
- ~~1.2.5. Employees are responsible to report incidents of workplace violence, threats of violence and harassment to a supervisor or the Human Resources Generalist. Unionized employees may wish to consult with their respective union.~~
- ~~1.2.6. Employees are expected to co-operate fully in any investigation of an incident.~~

- ~~1.2.7. An employee may refuse to work where she/he has reason to believe that she/he is in danger of being a victim of workplace violence. During the work refusal investigation, the employee must remain in a safe place and make themselves available for the investigation. Otherwise, the normal work refusal process would be triggered.~~
- ~~1.2.8. Employees who bring forward trivial, frivolous, unfounded or malicious complaints and are found to knowingly have made statements in bad faith or which are false, will be dealt with through PCCHU's disciplinary practices.~~

1.3. Joint Occupational Health and Safety Committee

- ~~1.3.1. Review the workplace violence hazard assessment results and provide recommendations to management to reduce or eliminate the risk of violence.~~
- ~~1.3.2. Review all reports forwarded to the Joint Occupational Health and Safety Committee regarding workplace violence.~~
- ~~1.3.3. Participate in the investigation of critical injuries.~~
- ~~1.3.4. Recommend corrective measures for the improvement of the health and safety of employees.~~
- ~~1.3.5. Respond to employee concerns related to workplace violence and communicate these to management.~~
- ~~1.3.6. Participate in the review of the policy and guidelines for continuous improvement.~~

1.4. Employer

- ~~1.4.1. The Human Resources Generalist shall conduct a risk assessment to identify potential risks for violence in the workplace and this assessment shall be updated as often as deemed necessary.~~
- ~~1.4.2. The results of the risk assessment and incident of workplace violence shall be reported to the Joint Occupational Health and Safety Committee as prescribed in OHSA.~~
- ~~1.4.3. The employer shall take all reasonable and practical measures and procedures to provide immediate assistance where violence occurs and minimize or control the risks of violence in the workplace. Furthermore, the PCCHU shall ensure that incidents of violence or harassment are dealt with in a manner consistent with this procedure.~~
- ~~1.4.4. The employer shall post this policy and associated procedures in the workplace, reviewed as often as deemed necessary, but at least annually.~~
- ~~1.4.5. The Human Resources Generalist shall ensure that employees are educated on this policy and associated procedures.~~
- ~~1.4.6. The Human Resources Generalist shall keep records of incidents of workplace violence or harassment, investigations and related work refusals.~~

2. Reporting:

2.1. Informal Procedure for Reporting Harassment

- ~~2.1.1. Employees who believe they are victims of harassment in the workplace may choose to address the situation informally and may:~~

- ~~2.1.1.1. — Where safe to do so, confront the harasser personally or in writing, by stating their objection to the action taken and by requesting that the unwelcome behaviour stop immediately.~~
- ~~2.1.1.2. — Discuss the situation with the harasser's supervisor, their own supervisor, any other supervisor or the Human Resources Generalist.~~
- ~~2.1.2. — Should this approach not resolve the matter, the employee should then take action to proceed through the formal procedure of reporting the incident and documenting the complaint in writing.~~

2.2. Formal Procedure for Reporting Harassment or Violence

- ~~2.2.1. — Where there is an extremely urgent and/or life threatening situation, the most important concern is the immediate safety of the employee or other individuals. Depending on the situation this may require a call to the Police, Fire or Paramedics, which shall be carried out immediately or as soon as reasonably possible.~~
- ~~2.2.2. — Following situation as noted in 2.2.1 being addressed or in situations other than those associated with 2.2.1, employees who believe that have been a victim of violence/threats of violence, been personally harassed or have witnessed violence or harassment in the workplace should report the incident to their supervisor, any other supervisor or the Human Resources Generalist.~~
- ~~2.2.3. — The supervisor or Human Resources Generalist shall meet with the employee to gather information on the incident. The complaint shall be documented in writing, using the Incident Report — Workplace Violence and Harassment form and should include:
 - ~~2.2.3.1. — The Complainant name, date and time of the incident.~~
 - ~~2.2.3.2. — The name of person or persons involved in the incident.~~
 - ~~2.2.3.3. — The name of any person or persons who witnessed the incident.~~
 - ~~2.2.3.4. — A full description of what occurred in the incident and any background information which may have bearing on the incident.~~
 - ~~2.2.3.5. — The written complaint should be signed dated and forwarded to the Human Resources Generalist or designate to investigate.~~~~

3. Investigation

3.1. Incident Investigation

- ~~3.1.1. — On receipt of the complaint (incident report), Human Resources will assign an Investigator to investigate the incident. The Investigator will use the Investigation Report — Workplace Violence and Harassment form (see Appendix C) to document the investigation.~~
- ~~3.1.2. — The investigation of the incident should take place in a timely manner following notification from the Complainant that an incident has occurred.~~
- ~~3.1.3. — Priority is given to determining whether immediate action needs to be taken to protect the safety of the Complainant prior to any investigation.~~
- ~~3.1.4. — Where as a result of workplace violence, medical attention has been sought and/or the employee is disabled and unable to perform his or her usual work, a Workplace Safety~~

~~and Insurance Board claim is to be filed and the Joint Occupational Health and Safety Committee is to be advised within four days of the incident.~~

~~3.1.5. The investigation should be conducted in a consistent and confidential manner and should include, but not be limited to:~~

~~3.1.5.1. An interview with the Complainant to gather information on the incident.~~

~~3.1.5.2. An interview with other person(s) involved in the incident and/or witnessed to the incident to gather information on the incident.~~

~~3.1.5.3. An interview with any other person who may have knowledge of the incident or similar incidents.~~

~~3.1.5.4. An interview with the Respondent to gather information on the incident.~~

~~3.1.5.5. A written summary of the above information will be prepared.~~

~~3.2. Procedures Following Investigation~~

~~3.2.1. Upon completion of the investigation, the Investigator will review all evidence collected with the MOH/designate(s) and they shall examine the information to determine whether the policy has been contravened.~~

~~3.2.2. Appropriate remedial, disciplinary and/or legal action will be taken according to the circumstances. Where any employee is the Respondent, outcomes or resolutions of the investigation may include, but are not limited to: education to an individual or group; review and modification of policies and procedures; discipline including, but not limited to: reprimand, suspension, demotion, transfer, or termination of employment. Where the Respondent is not an employee, the outcome or resolution of the investigation may include oral communication or other action as deemed appropriate by the MOH/designate(s).~~

~~3.2.3. PCCHU shall consult with other parties as deemed appropriate (e.g., Joint Occupational Health and Safety Committee, Employee Assistance Program, Police Services).~~

~~3.2.4. The Joint Occupational Health and Safety Committee shall be advised of any related items which may require their attention.~~

~~3.2.5. The document/information gathered in the investigation shall remain on record in the Human Resources department.~~

References:

¹Anoka-Hennepin School Board definition

²Amicus-MSF trade union

³Ontario Occupational Health and Safety Act

⁴Ontario Occupational Health and Safety Act

Review/Revisions

~~On (YYYY-MM-DD): 2011-11-09~~

~~On (YYYY-MM-DD): 2014-11-12 (2-94 incorporated and retired)~~

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

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

**Incident Report – Workplace Violence and Harassment
Peterborough County City Health Unit**

Incidents may include acts of harassment, threat of violence or violence. Violence may include:

- Physical acts of hitting, shoving, pushing, kicking and sexual assault;
- Any threat, behaviour or action which is interpreted to carry the potential to harm or endanger the safety of others, result in an act of aggression, destroy or damage property or bomb threat;
- Disruptive behaviour that is not appropriate to the work environment such as yelling and swearing.

COMPLAINANT:	
Name:	
Job/Position:	
Program:	
INCIDENT:	
Type of Incident: <input type="checkbox"/> Harassment <input type="checkbox"/> Attempted Assault <input type="checkbox"/> Sexual Harassment	
<input type="checkbox"/> Assault Causing Bodily Harm <input type="checkbox"/> Threatening Violence <input type="checkbox"/> Other (Describe below):	
Date and Time of Incident:	
Location/Address/Site of Incident:	
Reported Date and Time of Incident:	
Incident reported to:	
What were you doing at the time of the Incident:	
Describe Incident in detail below: (if more space is required, please append additional pages)	
Please describe the outcome of the Incident:	
Possible contributing factors which led to the Incident:	
Is this the first time this type of behaviour has occurred with the Respondent(s):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you believe there will be a reoccurrence of a similar nature in future?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Suggested or remedial actions:	
INDIVIDUAL(S) DIRECTLY INVOLVED IN THE INCIDENT	
Name, Job/Position:	
Name, Job/Position:	
Name, Job/Position:	
WITNESS(ES):	

Name, Job/Position:	
Report Attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name, Job/Position:	
Report Attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name, Job/Position:	
Report Attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No
RESPONDENT(S):	
Name, Job/Position:	
If Respondent(s) unknown, provide a description below (e.g., male/female, height, weight, hair colour, distinct features):	
Relationship between Complainant and Respondent(s), if any:	
<input type="checkbox"/> Co-worker <input type="checkbox"/> Visitor <input type="checkbox"/> Client <input type="checkbox"/> Other (Describe):	
COMPLAINANT'S SIGNATURE:	
I have read the above details and agree they are correct:	
Complainant's Signature	Date
RECEIVED BY HUMAN RESOURCES OR DESIGNATE:	
Name, Job/Position:	
Signature	Date
Date reported to JOHSC (if applicable):	

**Employee Risk Assessment – Workplace Violence
Peterborough County City Health Unit**

Name: (Optional)	
Job/Position: (Optional)	
IN THE LAST FIVE YEARS:	
1. Have you experienced verbal abuse (e.g., swearing insults, teasing or bullying) while an employee of PCCHU?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, how did you report the incident(s) (e.g., orally or in writing) and to whom?	
If No, please share why you chose not to report the incident(s): (optional)	
What was the relationship of the abuser to you?	
<input type="checkbox"/> Co-worker <input type="checkbox"/> Visitor <input type="checkbox"/> Client <input type="checkbox"/> Other (Describe):	
2. Have you experienced verbal or written threats (e.g., “If you don’t get off my back, you’ll regret it”) while an employee of PCCHU?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, how did you report the incident(s) (e.g. orally or in writing) and to whom?	
If No, please share why you chose not to report the incident(s): (optional)	
What was the relationship of the abuser to you?	
<input type="checkbox"/> Co-worker <input type="checkbox"/> Visitor <input type="checkbox"/> Client <input type="checkbox"/> Other (Describe):	
3. Have you been threatened with physical harm (e.g., someone shaking a fist, throwing objects, committing vandalism) while an employee at PCCHU?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, how did you report the incident(s) (e.g. orally or in writing) and to whom?	
If No, please share why you chose not to report the incident(s): (optional)	
What was the relationship of the abuser to you?	
<input type="checkbox"/> Co-worker <input type="checkbox"/> Visitor <input type="checkbox"/> Client <input type="checkbox"/> Other (Describe):	
4. Have you experienced a physical assault or attack while an employee of PCCHU?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, how did you report the incident(s) (e.g. orally or in writing) and to whom?	
If No, please share why you chose not to report the incident(s): (optional)	
What was the relationship of the abuser to you?	
<input type="checkbox"/> Co-worker <input type="checkbox"/> Visitor <input type="checkbox"/> Client <input type="checkbox"/> Other (Describe):	
5. Do you ever work alone?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Do you have any concerns about workplace violence at PCCHU?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please explain:	

~~Any suggestions on how risk could be controlled:~~

THANK YOU!

**Investigation Report – Workplace Violence and Harassment
Peterborough County City Health Unit**

ACTION TAKEN – MANAGEMENT AND POLICE CONTACT			
Was the Complainant’s supervisor called? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Supervisor’s Name:		Time Called:	
Were the Police called? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, complete the information below. If No, continue to the next section.			
Police called by whom?			
Date Called: (YYYY-MM-DD)		Time Called:	
Date Arrived: (YYYY-MM-DD)		Time Arrived:	
Police Officer’s Name:		Division:	
Were any alarms activated? <input type="checkbox"/> Yes <input type="checkbox"/> No			
MEDICAL AID INFORMATION – PLEASE ATTACH ALL INJURY REPORTS AS NECESSARY			
First Aid Administered? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, by whom?		
CPR Administered? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, by whom?		
Medical Attention? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, by whom?		
ACTION TAKEN – WSIB FORM 7			
Is a WSIB Form 7 to be filled? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, complete the information below. If No, continue to the next section.			
Date Filed: (YYYY-MM-DD)			
Submitted by (Name, Job/Position):			
REVIEW AND REMEDIAL ACTION			
Form completed by (Name, Job/Position):			
Signature	Date		
Information attached? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, state documents attached below:			
Recommendation Action(s):			
Incident reviewed by (Name, Job/Position):			
Signature	Date		



Organizational POLICY AND PROCEDURE

Section: Personnel	Number: 12-380	Title: Harassment - Workplace
Approved by: Medical Officer of Health Signature: _____		Original Approved by Executive Committee On (YYYY-MM-DD): 1994-02-09
Date (YYYY-MM-DD): 2016-11-16	Author:	
Reference: Occupational Health and Safety Act: https://www.labour.gov.on.ca/english/hs/pubs/ohsa/ Board of Health Policy 2-90, Human Rights and Discrimination Board of Health Policy 2-92, Workplace Violence and Harassment Prevention Incident Report – Workplace Violence and Harassment Form Employee Risk Assessment – Workplace Violence Form Investigation Report – Workplace Violence and Harassment Form		

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

Every employee is entitled to freedom from harassment by other employees, volunteers, or clients and there will be a mechanism for the prompt handling of complaints. For more information, please refer to Board of Health Policy 2-92, Workplace Violence and Harassment Prevention.

PROCEDURE

Objectives

1. To provide a process by which an individual can address harassment.
2. To deal with involved parties in a consistent and respectful manner.
3. To ensure that all complaints of harassment are investigated in a confidential and timely manner.

Procedure:

1. Responsibilities:

1.1. Supervisor/Human Resources

- 1.1.1. Human Resources shall act as the workplace coordinator with respect to workplace violence and workplace harassment in accordance with the duties and functions outlined herein.

- 1.1.2. The supervisor or Human Resources Manager is responsible to be available to the employee to receive the complaint information and assist as required in gathering the information to document the incident on the Incident Report – Workplace Violence and Harassment form (see Appendix A).
- 1.1.3. The supervisor shall, in a timely manner, forward the Incident Report to Human Resources Manager or designate to initiate the review and assignment of an Investigator, where applicable.
- 1.1.4. Human Resources Manager or designate shall ensure that the steps determined to investigate and/or address the complaint have been taken.
- 1.1.5. Where an investigation establishes that an employee of PPH was responsible for the incident of violence, threatening violence or harassment, the employee shall be disciplined in a manner that is consistent with PPH’s practices on discipline.
- 1.1.6. The complaint and investigation will be conducted in a confidential manner. Personal information will be shared with an employee about a person with a history of violent behaviour where:
 - 1.1.6.1. The employee could be expected to encounter that person in the course of his/her work; and
 - 1.1.6.2. There is a risk of workplace violence likely to expose the employee to physical injury.
- 1.1.7. Where the supervisor becomes aware or ought reasonably to be aware that an employee is at risk for intimate partner violence that would likely expose the employees to physical injury in the workplace, PPH shall take every reasonable and practical precaution to protect that employee in the workplace and communicate this information as deemed appropriate to protect the employee.

1.2. Employee

- 1.2.1. Employees share the responsibility to ensure that their work environment is free from violence, threats of violence, intimidation and other disruptive behavior. As such, employees are expected to treat all other employees and visitors with respect and dignity. Employees must not threaten violence or engage in any violent behavior in the workplace.
- 1.2.2. Employees are to read and refer to the online PPH Personal Safety Handbook for more program and job assignment specific information.
- 1.2.3. Employees are to provide information on workplace violence by completing the Employee Risk Assessment – Workplace Violence form (see Appendix B) when requested by the employer.
- 1.2.4. Employees are to call for immediate assistance when workplace violence occurs or is likely to occur, or when a threat of workplace violence is made. This includes intimate partner violence of which they are aware that may result in physical injury in the workplace.
- 1.2.5. Employees are responsible to report incidents of workplace violence, threats of violence and harassment to a supervisor or the Human Resources Manager. Unionized employees may wish to consult with their respective union.
- 1.2.6. Employees are expected to co-operate fully in any investigation of an incident.
- 1.2.7. An employee may refuse to work where she/he has reason to believe that she/he is in danger of being a victim of workplace violence. During the work refusal investigation,

the employee must remain in a safe place and make themselves available for the investigation. Otherwise, the normal work refusal process would be triggered.

- 1.2.8. Employees who bring forward trivial, frivolous, unfounded or malicious complaints and are found to knowingly have made statements in bad faith or which are false, will be dealt with through PPH's disciplinary practices.

1.3. Joint Occupational Health and Safety Committee

- 1.3.1. Review the workplace violence hazard assessment results and provide recommendations to management to reduce or eliminate the risk of violence.
- 1.3.2. Review all reports forwarded to the Joint Occupational Health and Safety Committee regarding workplace violence.
- 1.3.3. Participate in the investigation of critical injuries.
- 1.3.4. Recommend corrective measures for the improvement of the health and safety of employees.
- 1.3.5. Respond to employee concerns related to workplace violence and communicate these to management.
- 1.3.6. Participate in the review of the policy and guidelines for continuous improvement.

1.4. Employer

- 1.4.1. The Human Resources Manager shall conduct a risk assessment to identify potential risks for violence in the workplace and this assessment shall be updated as often as deemed necessary (Appendix B).
- 1.4.2. The results of the risk assessment and incident of workplace violence shall be reported to the Joint Occupational Health and Safety Committee as prescribed in OHSA.
- 1.4.3. The employer shall take all reasonable and practical measures and procedures to provide immediate assistance where violence occurs and minimize or control the risks of violence in the workplace. Furthermore, PPH shall ensure that incidents of violence or harassment are dealt with in a manner consistent with this procedure.
- 1.4.4. The employer shall post this policy and associated procedures in the workplace, reviewed as often as deemed necessary, but at least annually.
- 1.4.5. The Human Resources Manager shall ensure that employees are educated on this policy and associated procedures.
- 1.4.6. The Human Resources Manager shall keep records of incidents of workplace violence or harassment, investigations and related work refusals.

2. Reporting:

2.1. Informal Procedure for Reporting Harassment

- 2.1.1. Employees who believe they are victims of harassment in the workplace may choose to address the situation informally and may:
 - 2.1.1.1. Where safe to do so, confront the harasser personally or in writing, by stating their objection to the action taken and by requesting that the unwelcome behaviour stop immediately.
 - 2.1.1.2. Discuss the situation with the harasser's supervisor, their own supervisor, any other supervisor or the Human Resources Manager.

- 2.1.2. Should this approach not resolve the matter, the employee should then take action to proceed through the formal procedure of reporting the incident and documenting the complaint in writing.

2.2. Formal Procedure for Reporting Harassment or Violence

- 2.2.1. Where there is an extremely urgent and/or life threatening situation, the most important concern is the immediate safety of the employee or other individuals. Depending on the situation this may require a call to the Police, Fire or Paramedics, which shall be carried out immediately or as soon as reasonably possible.
- 2.2.2. Following situation as noted in 2.2.1 being addressed or in situations other than those associated with 2.2.1, employees who believe that have been a victim of violence/threats of violence, been personally harassed or have witnessed violence or harassment in the workplace should report the incident to their supervisor, any other supervisor or the Human Resources Manager.
- 2.2.3. The supervisor or Human Resources Manager shall meet with the employee to gather information on the incident. The complaint shall be documented in writing, using the Incident Report – Workplace Violence and Harassment form and should include:
 - 2.2.3.1. The Complainant name, date and time of the incident.
 - 2.2.3.2. The name of person or persons involved in the incident.
 - 2.2.3.3. The name of any person or persons who witnessed the incident.
 - 2.2.3.4. A full description of what occurred in the incident and any background information which may have bearing on the incident.
 - 2.2.3.5. The written complaint should be signed dated and forwarded to the Human Resources Manager or designate to investigate.

3. Investigation

3.1. Incident Investigation

- 3.1.1. On receipt of the complaint (incident report), Human Resources will assign an Investigator to investigate the incident. The Investigator will use the Investigation Report – Workplace Violence and Harassment form (see Appendix C) to document the investigation.
- 3.1.2. The investigation of the incident should take place in a timely manner following notification from the Complainant that an incident has occurred.
- 3.1.3. Priority is given to determining whether immediate action needs to be taken to protect the safety of the Complainant prior to any investigation.
- 3.1.4. Where as a result of workplace violence, medical attention has been sought and/or the employee is disabled and unable to perform his or her usual work, a Workplace Safety and Insurance Board claim is to be filed and the Joint Occupational Health and Safety Committee is to be advised within four days of the incident.
- 3.1.5. The investigation should be conducted in a consistent and confidential manner and should include, but not be limited to:
 - 3.1.5.1. An interview with the Complainant to gather information on the incident.
 - 3.1.5.2. An interview with other person(s) involved in the incident and/or witnessed to the incident to gather information on the incident.

- 3.1.5.3. An interview with any other person who may have knowledge of the incident or similar incidents.
- 3.1.5.4. An interview with the Respondent to gather information on the incident.
- 3.1.5.5. A written summary of the above information will be prepared.

3.2. Procedures Following Investigation

- 3.2.1. Upon completion of the investigation, the Investigator will review all evidence collected with the MOH/designate(s) and they shall examine the information to determine whether the policy has been contravened.
- 3.2.2. Appropriate remedial, disciplinary and/or legal action will be taken according to the circumstances. Where any employee is the Respondent, outcomes or resolutions of the investigation may include, but are not limited to: education to an individual or group; review and modification of policies and procedures; discipline including, but not limited to: reprimand, suspension, demotion, transfer, or termination of employment. Where the Respondent is not an employee, the outcome or resolution of the investigation may include oral communication or other action as deemed appropriate by the MOH/designate(s).
- 3.2.3. PPH shall consult with other parties as deemed appropriate (e.g., Joint Occupational Health and Safety Committee, Employee Assistance Program, Police Services).
- 3.2.4. The Joint Occupational Health and Safety Committee shall be advised of any related items which may require their attention.
- 3.2.5. The document/information gathered in the investigation shall remain on record in the Human Resources department.

References:

¹Anoka-Hennepin School Board definition

²Amicus-MSF trade union

³Ontario Occupational Health and Safety Act

⁴Ontario Occupational Health and Safety Act

Review/Revisions

On (YYYY-MM-DD): 1994-02-09 (policy)

On (YYYY-MM-DD): 1994-07-27 (procedure)

On (YYYY-MM-DD): 2008-01-07

On (YYYY-MM-DD): 2016-10-05

On (YYYY-MM-DD): 2016-11-16

On (YYYY-MM-DD):

Incident Report – Workplace Violence and Harassment

Peterborough Public Health

Incidents may include acts of harassment, threat of violence or violence. Violence may include:

- Physical acts of hitting, shoving, pushing, kicking and sexual assault;
- Any threat, behaviour or action which is interpreted to carry the potential to harm or endanger the safety of others, result in an act of aggression, destroy or damage property or bomb threat;
- Disruptive behaviour that is not appropriate to the work environment such as yelling and swearing.

COMPLAINANT:	
Name:	
Job/Position:	
Program:	
INCIDENT:	
Type of Incident: <input type="checkbox"/> Harassment <input type="checkbox"/> Attempted Assault <input type="checkbox"/> Sexual Harassment	
<input type="checkbox"/> Assault Causing Bodily Harm <input type="checkbox"/> Threatening Violence <input type="checkbox"/> Other (Describe below):	
Date and Time of Incident:	
Location/Address/Site of Incident:	
Reported Date and Time of Incident:	
Incident reported to:	
What were you doing at the time of the Incident:	
Describe Incident in detail below: (if more space is required, please append additional pages)	
Please describe the outcome of the	

Incident:	
Possible contributing factors which led to the Incident:	
Is this the first time this type of behaviour has occurred with the Respondent(s):	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you believe there will be a reoccurrence of a similar nature in future?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Suggested or remedial actions:	
INDIVIDUAL(S) DIRECTLY INVOLVED IN THE INCIDENT	
Name, Job/Position:	
Name, Job/Position:	
Name, Job/Position:	
WITNESS(ES):	
Name, Job/Position:	
Report Attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name, Job/Position:	
Report Attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name, Job/Position:	
Report Attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No
RESPONDENT(S):	
Name, Job/Position:	
If Respondent(s) unknown, provide a description below (e.g., male/female, height, weight, hair colour, distinct features):	
Relationship between Complainant and Respondent(s), if any:	
<input type="checkbox"/> Co-worker <input type="checkbox"/> Visitor <input type="checkbox"/> Client <input type="checkbox"/> Other (Describe):	
COMPLAINANT'S SIGNATURE:	
I have read the above details and agree they are correct:	

Complainant's Signature	Date
RECEIVED BY HUMAN RESOURCES OR DESIGNATE:	
Name, Job/Position:	
Signature	Date
Date reported to JOHSC (if applicable):	

Employee Risk Assessment – Workplace Violence

Peterborough Pubic Health

Name: (Optional)	
Job/Position: (Optional)	
IN THE LAST FIVE YEARS:	
1. Have you experienced verbal abuse (e.g., swearing insults, teasing or bullying) while an employee of PPH?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, how did you report the incident(s) (e.g., orally or in writing) and to whom?	
If No, please share why you chose not to report the incident(s): (optional)	
What was the relationship of the abuser to you?	
<input type="checkbox"/> Co-worker <input type="checkbox"/> Visitor <input type="checkbox"/> Client <input type="checkbox"/> Other (Describe):	
2. Have you experienced verbal or written threats (e.g., “If you don’t get off my back, you’ll regret it”) while an employee of PPH?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, how did you report the incident(s) (e.g. orally or in writing) and to whom?	
If No, please share why you chose not to report the incident(s): (optional)	
What was the relationship of the abuser to you?	
<input type="checkbox"/> Co-worker <input type="checkbox"/> Visitor <input type="checkbox"/> Client <input type="checkbox"/> Other (Describe):	
3. Have you been threatened with physical harm (e.g., someone shaking a fist, throwing objects, committing vandalism) while an employee at PPH?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, how did you report the incident(s) (e.g. orally or in writing) and to whom?	
If No, please share why you chose not to report the incident(s): (optional)	
What was the relationship of the abuser to you?	
<input type="checkbox"/> Co-worker <input type="checkbox"/> Visitor <input type="checkbox"/> Client <input type="checkbox"/> Other (Describe):	

4. Have you experienced a physical assault or attack while an employee of PPH?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, how did you report the incident(s) (e.g. orally or in writing) and to whom?	
If No, please share why you chose not to report the incident(s): (optional)	
What was the relationship of the abuser to you?	
<input type="checkbox"/> Co-worker <input type="checkbox"/> Visitor <input type="checkbox"/> Client <input type="checkbox"/> Other (Describe):	
5. Do you ever work alone?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Do you have any concerns about workplace violence at PPH?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please explain:	
Any suggestions on how risk could be controlled :	

THANK YOU!

Investigation Report – Workplace Violence and Harassment

Peterborough Public Health

ACTION TAKEN – MANAGEMENT AND POLICE CONTACT			
Was the Complainant’s supervisor called? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Supervisor’s Name:		Time Called:	
Were the Police called? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, complete the information below. If No, continue to the next section.			
Police called by whom?			
Date Called: (YYYY-MM-DD)		Time Called:	
Date Arrived: (YYYY-MM-DD)		Time Arrived:	
Police Officer’s Name:		Division:	
Were any alarms activated? <input type="checkbox"/> Yes <input type="checkbox"/> No			
MEDICAL AID INFORMATION – PLEASE ATTACH ALL INJURY REPORTS AS NECESSARY			
First Aid Administered? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, by whom?			
CPR Administered? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, by whom?			
Medical Attention? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, by whom?			
ACTION TAKEN – WSIB FORM 7			
Is a WSIB Form 7 to be filled? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, complete the information below. If No, continue to the next section.			
Date Filed: (YYYY-MM-DD)			
Submitted by (Name, Job/Position):			
REVIEW AND REMEDIAL ACTION			
Form completed by (Name, Job/Position):			
Signature	Date		

Information attached? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, state documents attached below:	
Recommendation Action(s):	
Incident reviewed by (Name, Job/Position):	
Signature	Date



Board of Health

POLICY AND PROCEDURE

Section: Board of Health	Number: 2-185	Title: By-Law Number 10 – Conduct of Open and In-Camera Meetings
Approved by: Board of Health		Original Approved by Board of Health On (YYYY-MM-DD): 2012-06-13
Signature: _____		Author: Director, Corporate Services
Date (YYYY-MM-DD): 2015-09-09		
Reference:		

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 10
A By-Law for the Conduct of Open and In-Camera Meetings

Section 1 – Interpretation

1.1 In this By-law:

- (1) "Act" means the Municipal Act, 2001;
- (2) "Board" means the Board of Health for the Peterborough County-City Health Unit;
- (3) "Chairperson" means the presiding officer at a meeting;
- (4) "Chairperson of the Board" means the Chairperson elected under the Health Protection and Promotion Act;
- (5) "Committee" means an assembly of ~~two or more~~ members, appointed by the Board of Health, that must meet together to transact business on behalf of the Board, as outlined in Section 12 of Board of Health By-Law 3, the Calling of and Proceedings at Meetings.
- (6) "In-camera Meeting" means a meeting or portion of a meeting that is closed to the public;
- (7) "Meeting" means any regular, special or other meeting of The Board or of a Committee of the Board;

- (8) "Member" means a person who is appointed to the Board by a Council or the Lieutenant Governor-in-Council or a person who is appointed to a Committee by the Board;
- (9) "Motion" means a formal proposal by a member in a meeting that the Board or a Committee take certain action;
- (10) "Open Meeting" means a meeting of the Board or a Committee that is open to the general public; and
- (11) "Resolution" means a motion that is carried at a meeting by a majority vote in the affirmative of the members present;

Section 2 - General

- 2.1 The rules in this By-law shall be observed in the calling of and the proceedings at all Meetings of the Board and Committees.
- 2.2 Notice of all Meetings will publically posted. If the Meeting is to be held In-camera, this will be noted on the public posting and the general nature of the matter(s) to be considered will be noted.
- 2.3 The determination regarding whether a matter should be dealt with in a In-camera is the responsibility of Medical Officer of Health, in consultation with the Board Chair and Board Secretary.

Section 3 – In-Camera Meetings

- 3.1 The Board or Committee ~~shall approve~~requires a resolution that the Board or Committee go In-camera and state the general nature of the matter to be considered.

The following script should be used for notice regarding in-camera matters on the public agenda. The corresponding exception should be listed based on the topic being addressed and must include the general nature of the discussion, providing as much information as possible without compromising the matter:

"In accordance with the Municipal Act, 2001,

- Section 239(2)(a), Security of Board property;

- Section 239(2)(b), Personal matters about an identifiable individual, including Board employees;

- Section 239(2)(c), A proposed or pending acquisition or disposition of land by the Board;

- Section 239(2)(d), Labour relations or employee negotiations;

- Section 239(2)(e), Litigation or potential litigation, including matters before administrative tribunals affecting the Board;

- ~~Section 239(2)(f), Advice that is subject to solicitor-client privilege;~~
- ~~Section 239(2)(g), A matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act. 2001.~~
- ~~Section 239(3)(a), A request under the Municipal Freedom of Information and Protection of Privacy Act, if the council, board, commission or other body is the head of an institution for the purposes of that Act~~
- If discussion relates to a request being made under the Municipal Freedom of Information and Protection of Privacy Act, the discussion shall be held in closed as required under section 239(2).

~~3.2 The Board or a Committee may go In-camera to discuss:~~

- ~~(1) Security of Board property;~~
- ~~(2) Personal matters about an identifiable individual, including Board employees;~~
- ~~(3) A proposed or pending acquisition or disposition of land by the Board;~~
- ~~(4) Labour relations or employee negotiations;~~
- ~~(5) Litigation or potential litigation, including matters before administrative tribunals affecting the Board;~~
- ~~(6) Advice that is subject to solicitor-client privilege;~~
- ~~(7) Personal information, personal health information and sensitive information about non-personal entities (e.g., schools);~~
- ~~(8) Subject matter that relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act;~~
- ~~(9) A matter in respect of which the Board, Committee or other body may hold a closed meeting under another Act;~~
- ~~(10)~~ 3.3 A meeting may be closed if it is held for the purpose of educating or training the Members, so long as no Member discusses or otherwise deals with any matter during the closed meeting in a way that materially advances the business or decision-making of Board or Committee (Section 239(3.1)).

- ~~(11)~~ 3.4 Whenever possible, Agendas, Minutes, ~~and~~ Reports and other information required for In-Camera discussion or consideration shall be pre-circulated electronically to Board / Committee members in a secure form. When pre-circulation is not an option,

printed documents will be provided to the Board or Committee at the time of the meeting.

3.5 The secretary must be present to record the proceedings of the in-camera meeting. They must be knowledgeable in the requirements for the taking of minutes as set out in subsection 228 (1) of the Municipal Act. The Chair of the board will determine which staff are required to be in attendance. Unless otherwise directed, attendance will be limited to the MOH and Executive team.

3.6 All electronic devices must be turned off for the duration of the meeting, with the exception of on call/on duty personnel who must identify themselves and must leave the room to respond.

Section 4 – Voting and Minutes

4.1 Minutes of In-camera meetings will be kept securely by the Medical Officer of Health, without comment, recording all resolutions, decisions and other proceedings. Minutes of an In-camera shall be brought forward for approved at the following In-camera session.

4.2 Voting in an In-camera meeting is permitted if the In-Camera meeting is otherwise authorized and the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Board or of a Committee of the Board; or to persons retained by or under a contract with the Board. No other voting can occur.

Section 5- Open Meeting following a Closed Meeting

5.1 After a closed meeting, the Chair of the board should announce in open meeting that a closed meeting was held. The Chair should use the following script to report:

“The BOH moved a Motion to move into Closed Session to consider business as permitted under the Municipal Act. The following items were considered during closed session:

- (list all items here, including the review of closed meeting minutes)

As a result of our Closed Session today, I wish to report the following:

- Examples: Minutes – Closed Session dated ---- - these minutes were acknowledged by the board.
- Example: Local -- negotiations – There was direction given to staff respecting negotiations.
- Example: Citizen appointments – There was direction given that a motions be considered in open session regarding this matter and is on the regular open BOH agenda for consideration.
- Example: Update on personal injury claim against the board – The BOH received information regarding litigation”

5.2 If there is no companion report in the open meeting agenda and the recommendation does not require immediate action, direction can be given to staff to report back to a subsequent open meeting. The following direction can appear as part of a recommendation within a closed session staff report

and can be passed in a Closed Meeting: “That staff be directed to report back to a subsequent BOH <OR> Committee in relation to this matter.”

Section 6- Public disclosure

6.1 Once matters in the closed meeting have been dealt with, the BOH shall reconvene in open session to disclose, in a general manner, how the agenda items were dealt with in the Closed Meeting (see 5.1)

6.2 Written material for a Closed Meeting should be limited to only that information which would qualify for discussion at a Closed Meeting.

Section 57 - Miscellaneous

~~In this By-law, whenever the masculine pronoun and the singular are used, it shall include the feminine pronoun and plural, respectively, where the content so requires it.~~

This By-law shall be deemed to have come in to force on the 14th day of June, 2012 by resolution passed by the Board of Health on June 13th, 2012.

Dated at the City of Peterborough the 13th day of June, 2012.

Review/Revisions

On (YYYY-MM-DD): 2013-03-13 (Governance)

On (YYYY-MM-DD): 2013-04-10 (Board)

On (YYYY-MM-DD):

On (YYYY-MM-DD):



Board of Health
POLICY AND PROCEDURE

Section: Board of Health	Number: 2-402	Title: Immunization
Approved by: Board of Health		Original Approved by Board of Health On (YYYY-MM-DD):
Signature: _____		Author:
Date (YYYY-MM-DD):		

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

According to the Health Protection and Promotion Act, the Board of Health has a duty to control infectious diseases and reportable diseases, including the provision of immunization services to children and adults. As an employer, the board recognizes its duty to protect all employees in accordance with the Occupational Health and Safety Act.

Immunization to prevent infection or transmission of disease is highly effective and efficient.

All employees, students and volunteers at risk for exposure to vaccine-preventable diseases and tuberculosis in the normal performance of their duties must be protected with up to date immunizations where indicated.

All board of health employees are expected to take all precautions, including immunization, to minimize the transmission of these diseases to colleagues, clients and the general public.

Public Health services are considered essential services, especially during times of emergencies. To this end, immunization is an important way to ensure that Peterborough Public Health (PPH) is fully prepared and has the capacity to respond appropriately.

Review/Revisions

On (YYYY-MM-DD):

On (YYYY-MM-DD):

On (YYYY-MM-DD):

On (YYYY-MM-DD):

Governance Committee Work Plan (2017)

TASK	ACTION	COMMENTS
MAY 24, 2017		
Conflict of Interest Policy (new)	For Recommendation	
2-150 Remuneration of BOH Volunteers	For Review	
2-153 Board Remuneration Review	For Review	
2-170 By-Law Number 8 Building Code Act - Sewage Systems	For Review	
AUGUST 17, 2017		
2-342 Medical Officer of Health Selection	For Review	
2-280 Complaints	For Review	
NOVEMBER 15, 2017		
2-251 Orientation		
Board Remuneration Review	Decision	Staff to recommend changes (if any) for 2017 Board remuneration
Board Leadership and Committee Selection	Decision	Committee to determine recommendations for Board leadership and Committee representation. Callout to occur on October 1.
Orientation/Education Needs for 2018; Board/Management Planning Session Discussion	Decision	