

**Board of Health for the  
Peterborough Public Health  
AGENDA  
Governance Committee Meeting  
Tuesday, February 6, 2018 – 5:00 – 6:30 p.m.  
Dr. J. K. Edwards Board Room, 3<sup>rd</sup> Floor  
Jackson Square, 185 King Street, Peterborough**

**1. Call to Order**

**1.1. Opening Statement**

*We acknowledge that where we meet is the land and territory of the Anishnaabeg [Ah-nish-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. Confirmation of the Agenda**

**3. Declaration of Pecuniary Interest**

**4. Delegations and Presentations**

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

**5.1. [January 13, 2018](#)**

**6. Business Arising From the Minutes**

**7. Staff Reports**

**7.1. [By-Laws, Policies and Procedures for Review](#)**

Dr. Rosana Salvaterra, Medical Officer of Health

**8. Consent Items (NIL)**

**9. New Business**

**9.1. [2018 Work Plan Review](#)**

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

11. **Motions for Open Session (NIL)**

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

Tuesday, April 3, 2018 – 5:00 – 6:30 p.m.  
Dr. J. K. Edwards Board Room, 3rd Floor  
Peterborough Public Health  
Jackson Square, 185 King Street, Peterborough

13. **Adjournment**

**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:** **Meeting Minutes – January 13, 2018**

**Date:** February 6, 2018

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**Proposed Recommendation:**

*That the minutes of the Governance Committee meeting held January 13, 2018 be approved as circulated and provided to the Board of Health at its next meeting for information.*

**Attachment:**

[Attachment A – Governance Committee Meeting Minutes, January 13, 2018](#)

**Board of Health for  
Peterborough Public Health  
DRAFT MINUTES  
Governance Committee Meeting  
Saturday, January 13, 2018 – 10:00 a.m.  
Rice Lake Room, 185 King Street, Peterborough**

**Present:** Mr. Greg Connolley  
Councillor Lesley Parnell  
Mr. Andy Sharpe  
Mayor Mary Smith  
Mr. Michael Williams

**Staff:** Dr. Rosana Salvaterra, Medical Officer of Health  
Ms. Natalie Garnett, Recorder

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**1. Call to Order**

Dr. Salvaterra, Medical Officer of Health called the Governance Committee meeting to order at 10:10 a.m.

**2. Elections**

**2.1 Chairperson**

Dr. Salvaterra called for nominations for the position of Chairperson for the Governance Committee for Peterborough Public Health for the year 2018.

**MOTION:**

*That Mayor Smith be appointed Chair of the Governance Committee for 2018.*

Moved: Mr. Connolley

Seconded: Councillor Parnell

Motion carried. (M-2018-001-GV)

Mayor Smith assumed the Chair.

## 2.2 Vice Chairperson

Mayor Smith, Chair called for nominations for the position of Vice Chairperson for the Governance Committee for Peterborough Public Health for the year 2018.

MOTION:

*That Mr. Williams be appointed Vice Chair of the Governance Committee for 2018.*

Moved: Mr. Sharpe

Seconded: Councillor Parnell

Motion carried. (M-2018-002-GV)

## 3. Confirmation of the Agenda

MOTION:

*That the Agenda be accepted as circulated.*

Moved: Mr. Connolley

Seconded: Mr. Williams

Motion carried. (M-2018-003-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 November 15, 2017 be approved as circulated and provided to the Board of Health at its next meeting for information.*

Moved: Mr. Connolley

Seconded: Councillor Parnell

Motion carried. (M-2018-004-GV)

## 7. Business Arising from the Minutes

## 8. Staff Reports

## 9. Consent Items

## **10. New Business**

### **10.1 Review Committee Terms of Reference**

**MOTION:**

*That the Governance Committee recommend to the Board of Health for Peterborough Public Health that the Terms of Reference for the Governance Committee remain unchanged.*

Moved: Councillor Parnell

Seconded: Mr. Williams

Motion carried. (M-2018-005-GV)

### **9.2 Establish Date and Time of 2018 Meetings**

**MOTION:**

*That the Governance Committee establish February 6, April 3, June 19, and September 18, as the dates for 2018 Committee meetings; and,*

*That the meetings be held from 5:00 p.m. – 6:30 p.m.*

Moved: Councillor Parnell

Seconded: Mr. Connolley

Motion carried. (M-2018-06-GV)

## **11. In Camera to Discuss Confidential Matters**

## **12. Motions from In Camera for Open Session**

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

The next Governance Committee meeting will be held on February 6, 2018.

## **14. Adjournment**

**MOTION:**

*That the Governance Committee meeting be adjourned.*

Moved by: Councillor Parnell

Seconded by: Mr. Sharpe

Motion carried. (M-2018-007-GV)

The meeting was adjourned at 10:25 a.m.

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Chairperson

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Medical Officer of Health

DRAFT

**To:** BOH Governance Committee

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

**Subject:** By-Laws, Policies and Procedures for Review

**Date:** February 6, 2018

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**Proposed Recommendation:**

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

- *2-60 Accommodations (new)*
- *2-190 Sponsorship (revised)*
- *2-191 Sponsorship, EthicScan (revised)*
- *2-403 Ethics Reporting Policy (new)*

**Attachments**

[Attachment A – 2-60 Accommodations](#)  
[Attachment B – 2-190 Sponsorship](#)  
[Attachment C – 2-191 Sponsorship, EthicScan](#)  
[Attachment D – 2-403 Ethics Reporting Policy](#)



## Board of Health

### POLICY

<b>Section:</b> Board of Health	<b>Number:</b> 2-60	<b>Title:</b> Accommodation
<b>Approved by:</b> Board of Health		<b>Original Approved by Board of Health On (YYYY-MM-DD):</b>
<b>Signature:</b> _____		<b>Author:</b> Director of Operations
<b>Date (YYYY-MM-DD):</b>		
References:		

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### POLICY

The Board of Health will endeavour to provide the best possible accommodation to ensure the efficient functioning of all programs under its jurisdiction.

### Review/Revisions

On (YYYY-MM-DD): 1986-12-10

On (YYYY-MM-DD): 2007-12-10 (Medical Officer of Health)

On (YYYY-MM-DD): 2014-09-10

On (YYYY-MM-DD): 2018-08-10 (Executive, change to Board-level policy)

Board of Health  
**POLICY AND PROCEDURE**

<b>Section:</b> Board of Health	<b>Number:</b> 2-190	<b>Title:</b> Sponsorship
<b>Approved by:</b> Board of Health		<b>Original Approved by Board of Health On (YYYY-MM-DD):</b> 1994-06-08
<b>Signature:</b> _____		<b>Author:</b> _____
<b>Date (YYYY-MM-DD):</b> 2011-09-11		
<p><b>Reference:</b>  Board of Health Vision, Mission and Values 2-40  Canadian Public Health Association Corporate Relations/Corporate Sponsorship Policy (Approved December 9, 2008. Link: <a href="http://www.cpha.ca/en/legal/sponsorship.aspx">http://www.cpha.ca/en/legal/sponsorship.aspx</a>)  Procedure - Sponsorship, EthicScan 2-191</p> <p><u>Definitions:</u>  <u>High Profile Sponsorship</u>  Any sponsorship that staff believe might damage or threaten the profile and credibility of the Board of Health.</p> <p><u>Sponsorship</u></p> <ul style="list-style-type: none"> <li>• A sponsorship arrangement is a business arrangement whereby the private sector partner commits resources (monies and/or in-kind resources) to support a specific project or activity, but does not share in the profits or underlying risks of the project. The private sector contributes funds to an event, program, or even a capital project and expects and receives a benefit (e.g. specific image and marketing opportunities) from the associated publicity.</li> <li>• Sponsorship can occur when the two partners (e.g. the Health Unit Peterborough Public Health (PPH) and the private sector sponsor) share objectives and usually the private sector sponsor wants visibility. A sponsorship agreement covers a specific performance of work. The sponsor provides resources (e.g., money, staff, products, or services) and expects and receives a benefit (e.g. marketing or advertising opportunity).</li> <li>• Sponsorship does not include paid advertising in Health Unit PPH publications.</li> <li>• Sponsorship funds are not tax receipted like donations</li> </ul> <p><u>Endorsement</u>  A formal and explicit approval or a promotional statement for a product or service of a corporation.</p>		

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## **Purpose**

This policy describes specific criteria and a review and oversight process for evaluating potential relationships with corporate entities. This policy is intended to protect the mission and integrity of the Peterborough County City Health Unit (PCCHU) Peterborough Public Health (PPH) while supporting fundraising efforts.

## **Application**

This policy applies to all sponsorships received by the PCCHU PPH, solicited or unsolicited. Government contribution agreements, grants and contracts; and “gift or donations” from private or not-for-profit sources are not classified as sponsorships and need not be evaluated.

## **General Assumptions**

The general assumptions that will shape the acceptance of all sponsorships are:

- the PCCHU PPH will solicit and accept support only for projects and activities that are consistent with PCCHU's PPH's vision, mission and values;
- acceptance of sponsorships must enhance, and will not impede, the PCCHU's PPH's ability to act in the best interest of the public at all times;
- the PCCHU's PPH's name, logo, and other intangible intellectual assets must be protected at all times.

### **1. Initial Evaluation of Sponsorships**

The major determinants in evaluating sponsorships will be its value and from whom it is received. The proposed dollar amount will generally determine the level of review. In addition, irrespective of the dollar amount of a sponsorship, high-profile sponsorships which involve Health Unit organization-wide recognition or may be potentially contentious will require a review and recommendations by the Executive Committee and Board of Health review and approval. For smaller sponsorship (or advertising) opportunities, staff may request an Executive Committee review should there be a question of whether the sponsor organization's values and principles are congruent with those of the PCCHU PPH. It is expected that all sponsors, particularly those from the corporate sector, making sponsorships of any amount will comply with the Health Unit's PPH's Principles for Corporate Sponsorship (see Appendix) and the criteria as stated in this policy.

#### **1.1 High-Profile Sponsorships**

All high profile sponsorships, regardless of the amount, must be reviewed by the Executive Committee for sponsor adherence to the policy and presented with recommendations to the Board of Health. The Board of Health must review and approve all decisions related to the recognition of potential PCCHU PPH sponsors that

involve high-profile recognition to ensure that these decisions preserve the credibility and reputation of the PCCHU PPH.

### 1.2 Sponsorships valued at \$5,000 or more

All sponsorships of \$5,000 or more will be reviewed by the Executive Committee for sponsor adherence to the criteria as stated in this policy. The Executive Committee through the Medical Officer of Health will report its recommendations periodically to the Board of Health.

The Board of Health will make final decisions about sponsor adherence to the policy on sponsorships of \$25,000 or more.

### 1.3 Sponsorships valued at less than \$5,000

All sponsorships under \$5,000 will be reviewed for sponsor adherence to the policy by management staff applying the criteria outlined in this document, including:

1. unrestricted sponsorships (i.e., sponsorships which are not tied to specific programs or activities);
2. Sponsorships made in support of established Health Unit PPH programs or activities; and
3. Sponsorships made in support of new programs or activities.

## 2. Criteria for Reviewing a Sponsorship

Overall, the purpose of the review is to determine the balance of the benefit to the public in relation to the risks and costs of collaborating with the sponsor. On a case-by-case basis, the following conditions should be considered in determining the benefits and risks of accepting a sponsorship.

### 2.1 **Are the specified proposed uses of the sponsorship congruent with the mission and priorities of PCCHU PPH?**

Issues to consider in determining this congruence include:

1. How do the proposed uses of the sponsorship relate to PCCHU's PPH's mission and priorities?
2. Why does the organization want to sponsor PCCHU PPH?
3. How will the benefits to be derived from the intended purpose of the sponsorship compare with the PCCHU's PPH's resources required to fulfill the intended purpose?
4. Do the practices of the corporation fit with the adopted public policies of PCCHU PPH? Recognizing that socially responsible practices are a cornerstone of PCCHU's

PPH's policies, and that good corporate citizenship should embody socially responsible practices, the following are among the types of issues that should be considered in assessing the benefits and the risks of accepting sponsorships from outside organizations, especially corporations:

- The types of core products or services produced or provided;  
*Note: Sponsorships will not be accepted from tobacco companies, baby formula, alcohol companies, and manufacturers of firearms and weapons of mass destruction.*
- Occupational health and safety conditions under which products or services are produced;
- Employment practices, including commitment to diversity and a living wage;
- Commitment to protection of the environment;
- Record of regulatory compliance;
- Marketing and advertising practices;
- Research and development policy and practices;
- Human rights record;
- Sponsor's relevant public policy positions;
- Record of support to public health organizations or public health-related issues and organizations;
- Other past activities will be weighed in relation to CPHA's public policies and public reputation.

It is recommended that a discreet initial assessment by staff be done as a prospect is identified or is self-identified as in the case of unsolicited requests to partner with the PCCHU PPH. The assessment will be based on available current knowledge, including web sites, a review of newspapers and contact with appropriate public health leaders. PCCHU PPH members contacted will be held to a level of confidentiality as it relates to discussing PCCHU's PPH's pursuit of potential sponsors until the information is made public.

As appropriate, PCCHU PPH staff will utilize the services of *EthicScan Canada Limited*, a Toronto-based business ethics consultancy, corporate responsibility research house and educational resource centre, the mission of which is to help organizations and individuals behave more ethically. *EthicScan* monitors the social, labour and environmental performance of 1500 companies in Canada. The organizations researched and independently-tracked include public and private Canadian corporations, non-publicly traded companies, and foreign-based transnationals operating in Canada. The areas of corporate social responsibility analysis include environmental performance, progressive staff policies, charitable giving and community responsibilities, sustainability management, military-related production, sensitive business activities, gender and family issues, and ethical sourcing and trading.

**2.2 Are the sponsor's expectations pertaining to control, oversight, and outcome(s) of the sponsorship and/or project to which the funds are applied acceptable to PCCHU PPH?**

As stated in the Principles for Corporate Sponsorship, PCCHU PPH will accept funds only when PCCHU PPH has control of the content of the activity and when PCCHU PPH has and maintains complete control of all funds.

Issues to consider:

1. Does PCCHU PPH have editorial control over the content of educational materials and publications and input into their dissemination?
2. Will PCCHU PPH be able to review and approve public statements about the project, its findings and/or implications? Will PCCHU PPH be in control of the funds at all times?
3. Are expectations on outcome, responsibilities, methods of implementation, and duration of funding feasible and agreeable? (Any special expectations of the sponsor need to be explicit and documented).

**2.3 Are the sponsor's expectations regarding recognition or acknowledgment of their support acceptable to PCCHU PPH?**

As stated in the Principles for Corporate Sponsorship, acknowledgments will be limited to company name, logos, slogans which are an established part of the supporter's identity, trade names, addresses and telephone numbers.

Issues to consider:

1. Is the extent to which the name of the corporation is affiliated with PCCHU PPH and the proposed project defined by PCCHU PPH acceptable to the sponsor?
2. What public recognition is expected by the sponsor?
3. Is the recognition appropriate for the amount of the sponsorship?
4. Is there an appearance of product endorsement?

**2.4 Would acceptance of the sponsorship create any real or apparent conflicts of interest, and would the impact and/or benefits of accepting the sponsorship outweigh the risks of partnering with the sponsor?**

In considering the following issues, PCCHU PPH recognizes the need to adhere to its principles and to weigh the benefits and risks of accepting the sponsorship from the sponsor as opposed to weighing just the opportunity of not accepting the actual dollar sponsorship.

Issues to consider:

1. Are there any personal, financial, or professional gains for PCCHU PPH staff, members or other volunteers, which create a conflict of interest?

2. What is the impact of the sponsorship and benefits to the public and public health?
3. Does the sponsor's image support or detract from PCCHU PPH?
4. Do the impact and/or benefit outweigh the risks of collaborating with the potential sponsor?

### **3. Process for Reviewing a Sponsorship**

#### **3.1 Role of the Executive Committee:**

The Executive Committee is responsible for:

1. Reviewing all sponsorships of \$5,000 or more for sponsor adherence to the criteria established in the policy;
2. Making the final decision about sponsor adherence to the policy on sponsorships of \$5,000-\$24,999;
3. Reporting to the full Board of Health through the Medical Officer of Health the outcomes of the reviews of sponsorships of \$5,000-\$24,999 and making recommendations for the Board's consideration on sponsorships of \$25,000 or more;
4. Reviewing all sponsorships that provide high-profile recognition and making recommendations to the Board;
5. Identifying more efficient review procedures and/or gaps in the process; and
6. Proposing to the Board of Health modification to the policy.

Reviews of sponsorships may be done via conference calls or e-mail.

In the event that the Executive Committee cannot reach consensus, the Medical Officer of Health will carry the final decision (on sponsorships of \$5,000-\$24,999) or recommendation to the Board of Health (on sponsorships of \$25,000 and more).

#### **Review/Revisions**

- On (YYYY-MM-DD):** 2016-01-04 (Fundraising Committee review)
- On (YYYY-MM-DD):** 2013-08-29 (Governance Committee review)
- On (YYYY-MM-DD):** 2013-05-08 (Executive Committee housekeeping change)
- On (YYYY-MM-DD):** 2011-09-11 (Board)
- On (YYYY-MM-DD):** 2001-08-07 (MOH review)
- On (YYYY-MM-DD):** 1994-06-08 (Board)

**APPENDIX**  
**Peterborough Public Health (PPH)**  
**Principles for Corporate Sponsorship**

PCCHU PPH will focus on purposes consistent with its strategic priorities and comply with the following “Principles for Corporate Sponsorship” in soliciting all sponsorships. These Principles will be discussed with all sponsors during the early stages of discussions.

**Principles for Commercial Support or Sponsorships**

1. PCCHU PPH will at all times maintain an independent position on public health issues and concerns.
2. PCCHU PPH will solicit and accept support only for projects and activities that are consistent with the agency’s mission.
3. PCCHU PPH will accept funds for informational and educational activities only when the content is to be determined or verified by PCCHU PPH or an independent body of public health professionals designated by PCCHU PPH.
4. PCCHU PPH will maintain complete control of all funds provided from commercial supporters for educational activities.
5. PCCHU PPH will not permit commercial product promotions as part of a Continuing Education activity.
6. Acknowledgments for commercial support will be limited to company name, logos or slogans which are an established part of the supporter’s identity, trade names, addresses and telephone numbers.
7. PCCHU’s PPH’s intangible intellectual assets, including the agency’s name and logo, will be protected at all times. Sponsors will not be permitted to use PCCHU’s PPH’s name or logo for any commercial purpose or in connection with the promotion of any product.
8. PCCHU PPH will be vigilant at all times to avoid any real or apparent conflict of interest in accepting sponsorships.

Any situation that may be an exception to this Policy or these Principles will be reviewed by the Executive Committee in consultation with the Chair of the Board of Health. Together, they shall interpret this policy in good faith.



Board of Health  
**POLICY AND PROCEDURE**

<b>Section:</b> Board of Health	<b>Number:</b> 2-191	<b>Title:</b> Sponsorship, EthicScan
<b>Approved by:</b> Board of Health		<b>Original Approved by Board of Health On (YYYY-MM-DD):</b> 2011-09-14
<b>Signature:</b> _____		<b>Author:</b> _____
<b>Date (YYYY-MM-DD):</b> 2011-09-14		
<b>Reference:</b> Sponsorship Policy – 2-190		

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Prior to purchasing a report, ensure that **Health Unit Peterborough Public Health (PPH)** procurement policies and procedures are followed. Staff should also verify that a scan has not previously been done by the **Health Unit organization**; completed scans are saved in the following shared network file: *PCCHU > Sponsorships > Completed EthicScans*.

1. To access *EthicScan*, go to [www.ethicscan.ca](http://www.ethicscan.ca).
2. Proceed to the **Ethics Education Products** section on the web site.
3. ~~Select Corporate Responsibility Database.~~

In this section, several options are available:

Company List

A list of the corporations for which reports are available, in index format.

Search Tool

A search function which can be used to search for a specific company.

Report Ordering

**Four types** A number of reports are available **for purchase**. For the purposes of **the Health Unit PPH**, only 'Rating' or 'Profile' reports would be applicable; samples of these reports can be viewed on the web site.

Fees for these reports (as of ~~May, 2013~~ January, 2018) are as follows:

Rating report - \$100.00

Profile report - \$500.00

Proceed to the check out section on the web site to purchase the report required.

4. Save the completed EthicScan in the following shared network file: *PCCHU > Sponsorships > Completed EthicScans.*

#### **Review/Revisions**

**On** (YYYY-MM-DD): 2016-01-04 (Fundraising Committee review)

**On** (YYYY-MM-DD): 2013-08-29 (Governance Committee review, housekeeping change)

**On** (YYYY-MM-DD): 2012-08-13 (Executive Committee housekeeping change)

**On** (YYYY-MM-DD): 2011-09-14 (Board)

Board of Health

**POLICY AND PROCEDURE**

<b>Section:</b> Board of Health	<b>Number:</b> 2-403	<b>Title:</b> Ethics Reporting Policy
<b>Approved by:</b> Board of Health		<b>Original Approved by Board of Health On</b> (YYYY-MM-DD):
<b>Signature:</b> _____		<b>Author:</b> Medical Officer of Health
<b>Date</b> (YYYY-MM-DD):		
<b>References:</b> 2-200 Effective Governance by Effective Board Members Peterborough Public Health Civility and Respect Guidelines <a href="#">Public Servants Disclosure Protection Act, 2007</a> <a href="#">Public Service of Ontario Act, 2006</a>		

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**POLICY**

The purpose of this policy is to provide direction regarding the communication of events or concerns, with respect to issues of integrity and honesty relating to Peterborough Public Health (PPH) and, in particular, of questionable financial or operational matters.

**Definitions:**

*Whistleblower Event:* For the purposes of this policy and as defined by Federal and Provincial legislation, a Whistleblower event is triggered if any one of the following incidents occur:

- a) A contravention of any Act of Parliament or of the legislature of a Province;
- b) A misuse of public funds or public assets;
- c) A gross mismanagement or omission or neglect of duty;
- d) An abuse of authority;
- e) An act or omission that creates a substantial and specific danger to the life, health or safety of persons, or to the environment;
- f) Conduct that contravenes [board policy](#) or PPH Civility and Respect Guidelines;
- g) Breach of fiduciary duty and/or abuse of trust;
- h) Knowingly directing a person to commit a wrongdoing set out above; or
- i) Concealment of any of the above or any other breach of this policy.

A whistleblower event may also include activities or actions that are considered a wrongdoing, illegal, unethical, or misuse of PPH entitlements or benefits.

### **Policy Statement**

Peterborough Public Health (PPH) is committed to conducting itself with honesty and integrity at all times. If, at any time, this commitment is not followed or appears in doubt, PPH seeks to identify and remedy such situations. Accordingly, it is the policy of PPH to ensure that when an individual has reasonable grounds to believe that a PPH employee, student, volunteer or board member has committed, or is about to commit, a financial or other wrongdoing:

- a) The reporting person should disclose this information by following the procedure below;
- b) The matter will be reviewed and if warranted and where possible, investigated by the designated individual (see procedure).
- c) The employee, volunteer or board member will be protected from reprisals if reporting was done in good faith;
- d) The subject of the disclosure will be provided with an opportunity to respond to the allegations;
- e) All parties to an investigation will be treated fairly and equitably;
- f) Privacy will be maintained to the greatest extent possible;
- g) If wrongdoing is found, remedial and/or disciplinary action(s) will be taken as appropriate.

PPH cannot act on anonymous reporting as proper investigation may prove impossible without the opportunity to substantiate allegations by obtaining further facts and information and confirming good faith.

### **PROCEDURE:**

1. Dependent on the individual involved in the financial or other wrongdoing, a written statement must be submitted to the following individuals:
  - a) If the wrongdoing is with respect to any PPH employee, student or volunteer or party acting on behalf of PPH, the statement must be submitted to the Medical Officer of Health with a copy sent to the Manager, Human Resources.
  - b) If the wrongdoing is with respect to a member of the Management Team, the statement must be submitted to the Medical Officer of Health with a copy sent to the Manager, Human Resources.
  - c) If the wrongdoing is with respect to the Medical Officer of Health, the statement must be submitted to the Chair of the Board with a copy sent to the Director of Operations.
  - d) If the wrongdoing is with respect to a Member(s) of the Board, the statement must be submitted to the Chair of the Board with a copy to the Medical Officer of Health.
  - e) If the wrongdoing is with respect to the Chair of the Board, the statement must be submitted to the Vice Chair of the Board with a copy to the Medical Officer of Health.
2. The Whistleblower must immediately communicate the Whistleblower event or concern as soon as the Whistleblower becomes aware of such situations as reasonably possible. Details of the event or concern must be communicated and where possible received in writing, containing

information relating to direct observations or witnessed events; and sent to the appropriate individual(s) described above.

3. The Whistleblower will be protected from reprisal if reporting was done in good faith. The Whistleblower will not be threatened, harassed, or in any other manner discriminated against as a result of communicating a genuine Whistleblower event done in good faith.

Any PPH employee found to be in violation of this policy (i.e., continued harassment of the Whistleblower) may be subject to corrective action up to and including termination of employment. Similarly, any student, volunteer or Board member found to be in violation of this policy may have their relationship with PPH terminated or suffer consequences appropriate to the situation (i.e., reporting to appropriate association etc...).

4. The Whistleblower is not required to prove the truth of an allegation, but he/she is required to act in good faith. Any individual who does not act in good faith in reporting a suspected violation may be subject to corrective action and/or disciplinary action up to and including termination of employment or relationship with PPH.
5. All reported Whistleblower events or concerns will be treated as confidential and sensitive to the degree possible. In addition, the Whistleblower shall be provided the opportunity to remain anonymous, save and except in those circumstances where the nature of the disclosure and/or the resultant investigation make it necessary to disclose their identity, for example where the resultant investigation or reporting may bring about criminal charges (e.g., legal investigations, criminal acts, etc.). In such cases, all reasonable steps shall be taken to protect the Whistleblower from harm as a result of having made a disclosure.

#### **Review/Revisions**

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

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

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

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

## Governance Committee Work Plan (2018)

TASK	ACTION	COMMENTS
<b>APRIL 3, 2018</b>		
2-150 Remuneration of Members Appraisal	For Review	
2-261 Appointments, Provincial Representative	For Review	
2-340 Medical Officer of Health, Performance	For Review	
2-192 Donor Recognition	For Review	
Review of Governance Committee Terms of Reference / Alignment with New Ontario Public Health Organizational Standards	For Review	
<b>JUNE 19, 2018</b>		
2-211 Delegation of Authority	For Review	
2-284 Correspondence	For Review	
2-20 Authority and Jurisdiction	For Review	
2-270 Conduct, Members of the Board of Health	For Review	
<b>SEPTEMBER 18, 2018</b>		
2-152 Board Leadership and Committee Membership Selection	For Review	
2-300 Medical Officer of Health	For Review	
2-345 Medical Officer of Health, Absence	For Review	
2-400 Naming Rights	For Review	

<b>TASK</b>	<b>ACTION</b>	<b>COMMENTS</b>
Board Remuneration Review	Decision	Staff to recommend changes (if any) for 2019 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	

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