

**Board of Health for
Peterborough Public Health
AGENDA
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**

1. Call to Order

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. [August 2, 2016](#)

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

[Attachment A – 2-152 Board Leadership and Committee Membership Selection](#)

[Attachment B - 2-270 Conduct of Board Members](#)

[Attachment C - 2-300 Medical Officer of Health](#)

[Attachment D - 2-345 Medical Officer of Health Absence](#)

[Attachment E - 2-400 Naming Rights](#)

8. Consent Items (NIL)

9. New Business

9.1. **Orientation/Education Needs for the Board in 2017 (Discussion)**

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

10. In Camera to Discuss Confidential Matters

In accordance with the Municipal Act, 2001:

(b) personal matters about an identifiable individual, including municipal or local board employees; and,

(d) labour relations or employee negotiations.

11. Motions for Open Session

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

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**Board of Health for
Peterborough Public Health
MINUTES
Governance Committee Meeting
Tuesday, August 2, 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

Regrets: Mr. Scott McDonald

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 4:33 p.m.

2. Confirmation of the Agenda

MOTION:

That the Agenda be accepted as circulated.

Moved: Mayor Smith

Seconded: Deputy Mayor Fallis

Motion carried. (M-2016-020-GV)

3. Declaration of Pecuniary Interest

4. Delegations and Presentations

5. Confirmation of the Minutes of the Previous Meeting

5.1. May 3, 2016

MOTION:

That the minutes of the Governance Meeting held May 3, 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-2016-021-GV)

6. Business Arising From the Minutes

6.1. Stewardship Committee

MOTION:

That the Governance Committee recommend to the Board of Health for Peterborough Public Health that it:

- *establish a Board of Health Stewardship Committee;*
- *appoint Board Members to the Committee; and*
- *approve 2-354, Stewardship Committee Terms of Reference.*

Moved: Mayor Woodcock
Seconded: Mayor Smith
Motion carried. (M-2016-022-GV)

Mayor Smith requested that a history with rationale be provided to the Board when this item goes forward for approval.

6.2. Skills Matrix

MOTION:

That the Governance Committee approve the skills matrix tool as amended, and provided it to Board Members at the September 9th meeting.

Moved: Mayor Smith
Seconded: Deputy Mayor Fallis
Motion carried. (M-2016-023-GV)

7. Staff Reports

8. Consent Items

8.1. Correspondence

8.2. Staff Reports and Presentations

a. Board By-Laws and Policies for Review

MOTION:

That the Governance Committee for the Board of Health Peterborough Public Health defer the following to a future meeting:

- *By-law 1, Management of Property*

Moved: Mayor Smith
Seconded: Mayor Woodcock
Motion carried. (M-2016-024-GV)

It was noted that further revisions to this document should include reference to capital assets.

MOTION:

That the Governance Committee for the Board of Health Peterborough Public Health refer the following to the Stewardship Committee once established:

- *By-law 2, Banking and Finance – be revised as recommended.*

Moved: Mayor Smith
Seconded: Deputy Mayor Fallis
Motion carried. (M-2016-025-GV)

MOTION:

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

- *By-law 5, Powers, Duties and Terms of Office of the Chairperson and Vice-Chairperson of the Board of Health – be revised as recommended.*
- *Position Description, Medical Officer of Health – be revised as recommended.*
- *2-200 Duties and Responsibilities of Board Members – no revisions; and,*
- *2-284 Correspondence - no revisions.*

Moved: Mayor Smith
Seconded: Deputy Mayor Fallis
Motion carried. (M-2016-026-GV)

8.3. Committee Reports

9. New Business

9.1. Consent Agenda Training – Discussion

MOTION:

That the Governance Committee for the Board of Health Peterborough Public

Health request that staff arrange for consent agenda training at the next Board of Health meeting, and consider alternate formats for the agenda structure.

Moved: Deputy Mayor Fallis

Seconded: Mayor Smith

Motion carried. (M-2016-027-GV)

9.2. **Board Membership - Discussion**

Given that the Board will have a Provincial Appointment vacancy in November, Governance requested that staff coordinate recruitment for this position. Mayor Smith and Mr. Connolley advised they could be available for interviews, Mayor Woodcock offered to be an alternate, if necessary.

10. **In Camera to Discuss Confidential Matters**

11. **Motions for Open Session**

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

Tuesday, November 1, 2016 – 4:30 – 6:00 p.m.

Dr. J.K. Edwards Board Room, 3rd Floor, Peterborough Public Health
Jackson Square, 185 King Street, Peterborough

13. **Adjournment**

MOTION:

That the Governance Committee meeting be adjourned.

Moved by: Deputy Mayor Fallis

Seconded by: Mayor Smith

Motion carried. (M-2016-028-GV)

The meeting was adjourned at 5:57 p.m.

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To: BOH Governance Committee
From: Dr. Rosana Salvaterra, Medical Officer of Health
Subject: By-Laws, Policies and Procedures for Review
Date: November 1, 2016

Proposed Recommendation:

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

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

Attachments

[Attachment A – 2-152 Board Leadership and Committee Membership Selection](#)

[Attachment B - 2-270 Conduct of Board Members](#)

[Attachment C - 2-300 Medical Officer of Health](#)

[Attachment D - 2-345 Medical Officer of Health Absence](#)

[Attachment E - 2-400 Naming Rights](#)

Board of Health

POLICY AND PROCEDURE

Section: Board of Health	Number: 2-152	Title: Board Leadership and Committee Membership Selection
Approved by: Board of Health		Original Approved by Board of Health On (YYYY-MM-DD): 2015-06-10
Signature: _____		Author: Governance Committee
Date (YYYY-MM-DD): 2015-06-10		
Reference:		

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PROCEDURE

Objective(s)

1. To receive and review expressions of interest from Board of Health Members for Board leadership positions (Chair and Vice-Chair) as well as Committee appointments to ensure that the needs and composition of the Board leadership and its Committees are met.
2. To identify members of the community who may wish to volunteer on Board Committees.

Procedure

1. A call for expressions of interest will be issued by the Chair of the Governance Committee via e-mail on October 1st of each calendar year (or the closest Monday).
2. Board of Health Members will be sent an Expression of Interest Form (Appendix A) to complete and submit no later than fourteen (14) days after the initial call.
3. In non-municipal election years, forms will be reviewed by Governance Committee members in closed session at their November meeting.
4. In the event that some Committees are not fully subscribed, the Chair of the Governance Committee will follow up personally with Board Members to request their participation prior to the November meeting.
5. Board Members may also recommend appointments for community volunteer positions on a Board Committee using the Expression of Interest Form.

6. Based on the information gathered and the predetermined needs of the Board, the Committee will make a recommendation to the Board for leadership positions and Committee membership for the coming year at their January meeting.

Review/Revisions

On (YYYY-MM-DD):

On (YYYY-MM-DD):

On (YYYY-MM-DD):

On (YYYY-MM-DD):

REVISED

**EXPRESSION OF INTEREST FORM
 Board of Health Leadership and Committee Membership**

Name:	
Date:	

I am interested in the position of: [please tick desired position]

LEADERSHIP

- Board of Health Chair
- Board of Health Vice Chair

I am interested in serving on one or more of the following Committees: [please rank your preference from 1 – 3, with "1" being the most preferred and "3" being the least]

COMMITTEES

- First Nations Committee Member
- Governance Committee Member
- Stewardship Committee Member
- I am unable to participate in a Committee at this time.

BOARD-APPOINTED COMMUNITY VOLUNTEERS (optional)

I recommend the following community member for a Committee an appointment: to the Committee.

Committee:			
Name:			
Phone:		E-mail:	

Please describe why this individual would be a candidate for this appointment:

REVISED

Board of Health
POLICY AND PROCEDURE

Section: Board of Health	Number: 2-270	Title: Conduct of Board Members
Approved by: Board of Health		Original Approved by Board of Health On (YYYY-MM-DD): 1995-05-10
Signature: _____		Author: Governance Committee
Date (YYYY-MM-DD): 2014-11-12		
Reference: 2-120, By-Law #3, Calling of and Proceedings at Meetings		

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POLICY

The Board of Health expects of itself and its members ethical and prudent conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behaviour when acting as Board members.

1. Board members must endeavour to represent the interests of the Board of Health in carrying out its mission.
2. Board members' interaction with the Medical Officer of Health (MOH) or with staff must recognize the lack of authority in any individual Board member or group of Board members.
3. Board members' interaction with the public, media, or other entities must recognize the limitation and inability of any Board member or Board members to speak for the Board.
4. Full, honest and open debate is encouraged and required. However after a decision is made members must speak with one voice.
5. Board members will make no judgements on the performance of the Medical Officer of Health or staff except as that performance is assessed against explicit board policies by the official process.
6. Board members shall maintain confidentiality concerning all information relating to the Board of Health/**Peterborough Public Health Peterborough County-City Health Unit** which is considered private and privileged.

7. Board members are obligated to prepare for meetings and to participate productively in discussion, always within the boundaries of discipline established by the Board.
8. Board members are required to identify when they are in a conflict of interest and excuse themselves from discussion and decision making.
9. Board members may not use their position for personal gain or promotion. This includes activities related to political campaigns.
10. For any operational public health matters, Board members are required to communicate directly with the MOH office, who will delegate as required. Board members may wish to communicate directly with the Chair for matters pertaining to Board of Health business.

Review/Revisions

On (YYYY-MM-DD): 2012-05-09

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: 2-300	Title: Medical Officer of Health
Approved by: Medical Officer of Health		Original Approved by Board of Health On (YYYY-MM-DD): 2013-04-13
Signature: _____		Author:
Date (YYYY-MM-DD): 2013-04-13		
References: Medical Officer of Health Position Description 2-345 Absence of the Medical Officer of Health		

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POLICY

The Board of Health will hire a full-time Medical Officer of Health and may appoint one or more Associate Medical Officers of Health, with qualifications as set out in the *Health Protection and Promotion Act*. The Medical Officer of Health will report directly to the Board of Health on issues relating to public health concerns and to public health programs and services under the *Health Protection and Promotion Act* or any other Act. The Medical Officer of Health will be responsible to the Board of Health for the management of the public health programs and services.

The Medical Officer of Health is entitled to notice and to attend each meeting of the Board and every Committee of the Board. The Board may require the Medical Officer of Health to withdraw from any part of a meeting at which the Board or a Committee of the Board intends to consider a matter related to the remuneration or the performance of the duties of the Medical Officer of Health.

During short term absences (such as illness) where the absence is not expected to exceed five working days and when there is no associate Medical Officer of Health, the Medical Officer of Health in consultation with the Board Chair may arrange temporary coverage for an Acting Medical Officer of Health from the approved list (see 2-345 Absence of the Medical Officer of Health). The Board will be advised at the next scheduled Board meeting.

For longer term absences such as vacation, or if the Medical Officer of Health is unable to act the Board will appoint an Acting Medical Officer of Health. In cases where an absence must be arranged between Board meetings, the Board Chair in consultation may appoint an Acting Medical Officer of Health from the approved list (see 2-345 Absence of the Medical Officer of Health) pending an appointment by the Board.

The dismissal of a Medical Officer of Health must comply with requirements as set out in the Health Protection and Promotion Act.

Review/Revisions

On (YYYY-MM-DD):

On (YYYY-MM-DD):

On (YYYY-MM-DD):

On (YYYY-MM-DD):

REVISED

Board of Health
POLICY AND PROCEDURE

Section: Board of Health	Number: 2-345	Title: Medical Officer of Health Absence
Approved by: Board of Health		Original Approved by Board of Health On (YYYY-MM-DD): 2013-04-13
Signature: _____		Author: Medical Officer of Health
Date (YYYY-MM-DD): 2013-04-13		

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POLICY

During the absence or unavailability of the Medical Officer of Health for Peterborough Public Health the Peterborough County-City Health Unit, the Medical Officer of Health or Associate Medical Officer of Health for any one of the following Health Units may be authorized as an Acting Medical Officer of Health for the Board of Peterborough Public Health the Peterborough County-City Health Unit:

Haliburton Kawartha Pine Ridge Health Unit
Durham Region Health Department
Simcoe Muskoka District Health Unit

Review/Revisions

On (YYYY-MM-DD): 2015-09-09 (review, no changes)
On (YYYY-MM-DD): 2013-04-13
On (YYYY-MM-DD):
On (YYYY-MM-DD):

Board of Health

POLICY AND PROCEDURE

Section: Board of Health	Number: 2-400	Title: Naming Rights
Approved by: Board of Health		Original Approved by Board of Health On (YYYY-MM-DD): 2012-12-12
Signature: _____		Author: Director Corporate Services
Date (YYYY-MM-DD): 2012-12-12		
Reference: 2-190 Sponsorship		

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POLICY:

Objective:

The Board of Health welcomes the opportunity to recognize and honour individuals whose generous donations of time, talent or financial assistance enhance the opportunities for the **organization Health Unit** to improve the health of our residents. This policy is to ensure consistency in naming assets after individuals. (For corporate donations, refer to Policy 2-190 Sponsorship).

Policy

Naming or re-naming rights for **Peterborough Public Health (PPH) PCCHU** assets shall enhance the Mission and Priorities of **PPH PCCHU**. Naming or re-naming may be established in perpetuity or for a defined and limited period of time.

PROCEDURE

1. Definitions:

Assets: Building(s) or substantial parts of buildings (rooms, wings, floors, segments), lectures, collections of books, research and education programs or any other opportunities that are thought suitable for naming.

Honorific naming: Naming to confer or imply honour or respect. This will generally involve recognition of outstanding individuals for extraordinary service to PCCHU.

Philanthropic naming: Naming in recognition of an act of philanthropy; generally defined as a charitable gift to PPH PCCHU; the donor may select another individual or individuals for recognition.

2. Principles of Gift Acceptance:

Although PPH PCCHU is appreciative of all donations offered, it will not accept donations if such acceptance results in a loss of autonomy or integrity.

PPH PCCHU will not accept donations it determines may violate federal, provincial or municipal laws. Designated donations will be used for the purpose for which they are given. Non-designated gifts will be used for such purposes as PPH PCCHU determines most appropriate.

3. Naming Assets

3.1. Principles of Naming:

The following principles of naming will be taken into account when considering the naming of assets:

- Consistency will be sought so that naming choices result in comparable levels of recognition;
- Market value principles should be applied in assessing the worth of naming rights;
- Preference will be given to a naming that could avoid the necessity of change should activities change over time;
- Naming or renaming may be established in perpetuity or for a defined and limited period of time.

3.2. Procedures for Naming:

The following procedures have been developed in order to uphold these principles and to provide opportunity for careful and systematic reflection:

- The Executive Committee will evaluate a proposed naming or renaming including concerns that stakeholders may have;
- For major campaigns the Medical Officer of Health will propose a schedule of naming opportunities;
- Upon review the proposal will either be:
 - Declined;
 - Returned for further negotiation/review; or
 - Recommended to the Board for approval.
- The Medical Officer of Health will ensure that appropriate agreements with any external parties are in place prior to any public announcements about the naming. The terms of any such agreements concerning naming shall be consistent with this Policy.
- In an unusual circumstance that PPH PCCHU determines, at its sole discretion, that the naming of an asset may directly or indirectly have a negative impact on PPH's PCCHU's mission, priorities, autonomy or integrity (e.g., the donor is convicted of a serious

offence), the naming of the asset may be changed or discontinued irrespective of time commitments in related gift agreements or announcements; and,

- Notwithstanding any other provision of this policy, no naming will be approved or (once approved), continued that will call into serious question, or constitute a significant and continuing challenge to, the public respect or reputation of PPH PCCHU.

Review/Revisions

On (YYYY-MM-DD): 2014-11-03 (Governance, procedure incorporated)

On (YYYY-MM-DD): 2012-12-12 (Board)

On (YYYY-MM-DD):

On (YYYY-MM-DD):

REVISED