

**Board of Health for the
Peterborough County-City Health Unit
AGENDA
Governance Committee Meeting
Tuesday, March 15, 2016 – 4:30 – 6:00 p.m.
Mississagua Lake Room, 2nd Floor
Peterborough County-City Health Unit
Jackson Square, 185 King Street, Peterborough**

1. Call to Order

1.1. Welcoming Statement

Dr. Rosana Salvaterra, Medical Officer of Health

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

2. Elections

2.1. Chairperson

2.2. Vice-Chairperson

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. [December 1, 2015](#)

6. Business Arising From the Minutes

7. Staff Reports

8. Consent Items

All matters listed under Consent Items are considered to be routine, housekeeping,

information or non-controversial in nature and to facilitate the Board's consideration can be approved by one motion.

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

- 8.1. **Correspondence** (NIL)
- 8.2. **Staff Reports and Presentations**
 - a. [Board By-Laws and Policies for Review](#)
 - b. [Medical Officer of Health Performance Review](#)
- 8.3. **Committee Reports** (NIL)
- 9. **New Business**
 - 9.1. [Governance Committee Work Plan \(2016\)](#)
- 10. **In Camera to Discuss Confidential Matters** (NIL)
- 11. **Motions for Open Session**
- 12. **Date, Time, and Place of the Next Meeting**

Monday, May 9, 2016 – 4:30 – 6:00 p.m.
Mississagua Lake Room, 2nd Floor, Peterborough County-City Health Unit
Jackson Square, 185 King Street, Peterborough
- 13. **Adjournment**

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**Board of Health for the
Peterborough County-City Health Unit
DRAFT MINUTES
Governance Committee Meeting
Tuesday, December 1, 2015 – 5:15 p.m.
Mississauga Lake Room, 185 King Street, Peterborough**

Present: Mayor Mary Smith
Mr. Scott McDonald, Chair
Deputy Mayor Fallis
Mr. Greg Connolley
Councillor Parnell

Staff: Dr. Rosana Salvaterra, Medical Officer of Health
Mr. Larry Stinson, Acting Director, Corporate Services
Ms. Natalie Garnett, Recorder

1. Call to Order

Mr. McDonald called the Governance Committee meeting to order at 5:22 p.m.

2. Confirmation of the Agenda

MOTION:

That the Agenda be accepted as circulated.

Moved: Deputy Mayor Fallis

Seconded: Mr. Connolley

Motion carried. (M-2015-35-GV)

3. Declaration of Pecuniary Interest

4. Delegations and Presentations

5. Confirmation of the Minutes of the Previous Meeting

MOTION:

That the minutes of the Governance Meeting held August 18, 2015 be approved as circulated and provided to the Board of Health at its next meeting for information.

Moved: Councillor Parnell

Seconded: Mayor Smith

Motion carried. (M-2015-36-GV)

6. Business Arising from the Minutes

6.1. MOH Performance Review Policy and Procedure

MOTION:

That the Governance Committee recommend to the Board of Health of the Peterborough County-City Health Unit that it approve revisions to 2-340, Medical Officer of Health Performance Appraisal.

Moved: Mr. Connolley

Seconded: Deputy Mayor Fallis

Motion carried. (M-2015-37-GV)

6.2. Ontario Public Health Organizational Standards (Management Operations)

MOTION:

That the Governance Committee:

- *Receive the status update on the Ontario Public Health Organizational Standards (Management Operations) for the Peterborough County-City Health Unit for information; and,*
- *Provide an update to the Board at its next meeting.*

Moved: Deputy Mayor Fallis

Seconded: Mayor Smith

Motion carried. (M-2015-38-GV)

7. Staff Reports

8. Consent Items

8.1 Staff Reports and Presentations

a. Board Remunerations Review

b. Board By-laws and Policies for Review

MOTION:

That item 8.1 b, be approved on consent.

Moved: Mr. Connolley
Seconded: Mayor Smith
Motion carried. (M-2015-39-GV)

MOTION:

That the Governance Committee recommend to the Board of Health of the Peterborough County-City Health Unit that it approve revisions to 2-120 By-law Number 3, Calling of and Proceedings at Meetings; and

That the Governance Committee recommend to the Board of Health of the Peterborough County-City Health Unit that no revisions be made to 2-140 By-law 5, Powers, Duties and Term of Office of the Chairperson and Vice-Chairperson of the Board of Health, and 2-251 Orientation for Board of Health Members.

Moved: Mr. Connolley
Seconded: Mayor Smith
Motion carried. (M-2015-40-GV)

8.1 a. Board Remuneration Review

MOTION:

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

- *Receive the staff report, Board Remuneration Review, for information*
- *Forward the staff report to the Board for its consideration at the January 13, 2016 meeting; and*
- *Recommend an increase of \$0.73 to the current honourarium for 2016.*

Moved: Mayor Smith
Seconded: Mr. Connolley
Motion carried. (M-2015-41-GV)

9. New Business

9.1 Orientation/Education Needs for 2016

Discussion was held regarding options for orientation and education in 2016. It was noted that if broad staff training is being undertaken the invitation can be extended to Board members. Staff will look at the possibility of having a meeting at one of the townships once a year.

9.2 **Correspondence Options**

MOTION:

That the Governance Committee receive the report on Correspondence Options for information.

Moved: Councillor Parnell

Seconded: Mayor Smith

Motion carried. (M-2015-42-GV)

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

MOTION:

That the Governance Committee go in Camera at 6:11 p.m. to review one item under Section 239 2.b) Personal matters about an identifiable individual, including municipal or local board employees; and one item under Section 238.2d) Labour relations or employee negotiations.

Moved: Deputy Mayor Fallis

Seconded: Mr. Connolley

Motion carried. (M-2015-43-GV)

MOTION:

That the Governance Committee rise from in Camera at 6:45 p.m.

Moved: Mr. Connolley

Seconded: Councillor Parnell

Motion carried. (M-2015-44-GV)

11. **Motions from In Camera for Open Session**

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

13. **Adjournment**

MOTION:

That the Governance Committee meeting be adjourned.

Moved by: Deputy Mayor Fallis

Seconded by: Councillor Parnell

Motion carried. (M-2015-45-GV)

The meeting was adjourned at 6:46 p.m.

Chairperson

Medical Officer of Health

To: BOH Governance Committee
From: Dr. Rosana Salvaterra, Medical Officer of Health
Subject: Policies and Procedures for Review
Date: March 15, 2016

Proposed Recommendation:

That the Governance Committee for the Board of Health of the Peterborough County-City Health Unit advise the Board of Health at its next meeting that the Committee reviewed the following policies and recommended no revisions:

- *2-150, Remuneration of Members; and*
- *2-261, Appointments, Provincial Representatives.*

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

Attachments

Attachment A - 2-150, Remuneration of Members

Attachment B - 2-261, Appointments, Provincial Representatives



Board of Health POLICY

Section: Board of Health	Number: 2-150	Title: Remuneration of Members
Approved by: Board of Health		Original Approved by Board of Health
Signature: _____		On (YYYY-MM-DD): 2014-01-08
Date (YYYY-MM-DD): 2014-01-08	Revision	
Housekeeping Revision	Approved by: Board of Health	
Approved by:	On (YYYY-MM-DD): 2014-01-08	
On (YYYY-MM-DD):	Reviewed by: Governance Committee	
	On (YYYY-MM-DD): 2013-12-03	
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.

Definitions

"Board" means the Board of Health for the Peterborough County-City Health Unit;

"Council" means the municipal Councils of the Corporations of the County of Peterborough and the City of Peterborough, and Councils for Curve Lake First Nation and Hiawatha First Nation;

"Committee" means an assembly of two or more members appointed by the Board of Health";

"Meeting" means an official gathering of members of the Board or its committees in one place to transact business; and

"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.

Policy

- At its first meeting, the Board shall confirm which members shall be remunerated for attending meetings and shall determine the amount of the remuneration. The Board shall be provided with a

recommendation from the Governance Committee on proposed adjustments or increases to support their decision.

2. The Board shall reimburse each member for all reasonable expenses incurred as a result of acting in his/her capacity as a member in accordance with the policies of the Board.
3. The Board shall reimburse each member for all reasonable expenses incurred by the attendance at conventions, conferences, seminars, etc. in accordance with the policies of the Board.
4. An honorarium will be paid to each member of the Board of Health who is eligible for compensation in accordance with the Health Promotion and Protection Act.
5. The amount of the honorarium will be established by the Board of Health at the first regular meeting of the Board of Health each year.
6. The honorarium will be paid to each eligible Board member who attends:
 - (a) a regular meeting of the Board;
 - (b) a committee meeting;
 - (c) a conference or convention; or
 - (d) a business meeting on behalf of the Board.
7. A Board member who attends one meeting (or consecutive meetings) that extend over six hours, will receive one and one half times the regular honorarium.
8. A Board member will be paid one half of the regular honorarium when required to attend to Board business not covered under item 6. This will include cheque signing when not carried out at regular meetings.
9. Board members will not be compensated for attendance at community events unless representing the Chair of the Board of Health.
10. The quarterly financial report presented to the Board of Health will provide details of the Board of Health's section of the report.
11. Meeting attendance by County representatives on the Board of Health will be forwarded to the County Clerk's office on a biannual basis.



Organizational PROCEDURE

Section: Board of Health	Number: 2-261	Title: Appointments, Provincial Representatives
Approved by: Board of Health		Original Approved by the Board of Health
Signature: _____		On (YYYY-MM-DD): 2011-09-14
Date (YYYY-MM-DD): 2013-09-11	Revision	
Housekeeping Revision	Approved by: Board of Health	
Approved by:	On (YYYY-MM-DD): 2013-09-11	
On (YYYY-MM-DD):	Reviewed by: Governance Committee	
	On (YYYY-MM-DD): 2013-08-30	
Reference:		

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Objective:

To ensure that all provincial appointments to the Board of Health are dealt with in accordance with Board of Health by-laws, policies, and procedures.

Procedure:

1. Terms for all provincial appointments to the Board of Health are tracked by the Administrative Assistant to the Board of Health.
2. The Board Chair will be advised by the Administrative Assistant of terms that are due to end one year prior to the expiry of the appointment.
3. The Board Chair will contact the incumbent to discuss his/her intentions.
4. If the member wishes to renew their appointment, and the Board Chair is in agreement, the member must complete a Reappointment Information Form and provide it to the Administrative Assistant for submission to the Public Appointments Secretariat (PAS), as well as

to the Public Appointments Unit of the Ministry of Health and Long-Term Care, Corporate Management Branch.

5. If the member does not wish to renew their appointment, or if a vacancy is predicted, the Board of Health will conduct a needs assessment and determine priorities for representation.
6. The Board of Health will advertise locally. The Public Appointments Secretariat (PAS) also posts upcoming vacancies on their web site (<http://www.pas.gov.on.ca/>).
7. The Board of Health Governance Committee will interview and rank potential applicants.
8. The preferred candidate will be directed to apply through the PAS web site.
9. A letter will be sent by the Board Chair to the local Member of Provincial Parliament, with a copy to the Public Appointments Unit of the Ministry of Health and Long-Term Care, Corporate Management Branch, identifying and noting support of the preferred applicant.

Historical Record

Revisions:

Review:

Governance Committee, June 9, 2011

To: BOH Governance Committee
From: Dr. Rosana Salvaterra, Medical Officer of Health
Subject: Medical Officer of Health Performance Appraisal
Date: March 15, 2016

Proposed Recommendation:

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

- *recommend approval of the PCCHU Medical Officer of Health (MOH) Performance Appraisal Form; and,*
- *advise the Board of the upcoming MOH review process at the next Board of Health meeting.*

The Board of Health approved updates to the Medical Officer of Health (MOH) Performance Appraisal policy and procedure on December 9, 2015 (appended).

Prior to this, the Board Chair met with the MOH and was provided with various tools and forms to consider which could be utilized in the review process given that the previous tool was deemed to be inadequate. Mr. McDonald recommended that staff adapt a tool utilized by the Middlesex London Health Unit, this has been appended for your consideration.

Mr. McDonald also proposed that in accordance with the procedure, the Board Chair will meet with Dr. Salvaterra and finalize goal setting by April 30, 2016, and complete a performance appraisal, with input from internal stakeholders, by December 31, 2016.

Attachments

Attachment A – PCCHU Medical Officer of Health Performance Appraisal Form
Attachment B - 2-340, Medical Officer of Health Performance Appraisal Policy

PCCHU MEDICAL OFFICER OF HEALTH PERFORMANCE APPRAISAL FORM

Name:	
Title:	Medical Officer of Health

<i>This performance appraisal is due on:</i>	
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It reviews the performance for the period:	
From:	To:

And sets objectives for the period:	
From:	To:

The following RATING SCALE is used in this performance appraisal:	
Exceeds expectations	Performance consistently exceeds all expectations/standards. Accomplishments are clearly obvious.
Meets Expectations	Solid reliable performance that substantially meets expectations. In some instances, expectations are exceeded. In some instances, expectations are still being developed.
Partially Meets Expectations	Performance does not meet expectations in certain areas. Improvement in these areas is required. The rationale needs to be explored, goals re-negotiated and/or an action plan established.
Additional Growth Required	Performance associated with the job requires additional resources. An action plan is needed which may include, but not limited to, training, coaching or other support.
Not applicable (n/a)	The Board of Health is not able to rate this area at this time.

Append additional sheets / documentation where required/appropriate.

Once completed, discussed and all signatures obtained, the original of this form is to be retained in the Employee's personnel file in a sealed envelope, accessible only to the employee and the Chair of the Board of Health.

PCCHU MEDICAL OFFICER OF HEALTH PERFORMANCE APPRAISAL FORM

<i>Program Excellence – This area reflects on how the MOH has influenced the impact the HU has on: population health measures; the use of health status data; evidence-informed program decision making; delivery of mandated and locally needed public health services as measured by the accountability indicators</i>	Exceeds Expectations	Meets Expectations	Partially Meets Expectations	Additional Growth Required	n/a
<ul style="list-style-type: none"> • Responds effectively to health hazards and provides effective control of communicable diseases under the Health Protection and Promotion Act (HPPA) 					
<ul style="list-style-type: none"> • Champions coordinated approaches and engagement of clients and community partners in planning and evaluation of programs and services 					
<ul style="list-style-type: none"> • Maintains statutory obligations through the delivery of mandated and locally needed public health services (OPHS) 					
<ul style="list-style-type: none"> • Anticipates and plans for major trends in needs and services 					
<ul style="list-style-type: none"> • Uses evidence-informed decision making in developing programs and services to meet community needs 					
<ul style="list-style-type: none"> • Considers Health Equity in all program work 					
<ul style="list-style-type: none"> • Ensures processes in place to regularly evaluate public health programs and services, seeking ways to improve efficiency and effectiveness 					
<p>Comments: (include major strengths in this area of focus and any areas that may need future development)</p>					

PCCHU MEDICAL OFFICER OF HEALTH PERFORMANCE APPRAISAL FORM

Client and Community Impact – This area reflects on the MOH’s representation of the HU in the community	Exceeds Expectations	Meets Expectations	Partially Meets Expectations	Additional Growth Required	n/a
<ul style="list-style-type: none"> Contributes to increasing community awareness about public health 					
<ul style="list-style-type: none"> Promotes productive relationships with the media and acts as a resource to the media regarding public health issues. 					
<ul style="list-style-type: none"> Promotes productive relationships, maintains regular communication and strong working partnerships with external stakeholders including Boards of Education, business, labour, government and media, health care providers, community organizations, citizen groups and the Ministry of Health 					
<ul style="list-style-type: none"> Seeks new and innovative ways to work with partners to advance mutual goals in the community. 					
<ul style="list-style-type: none"> Promotes excellence in customer service within the health unit. Responds quickly and efficiently to enquiries/complaints/issues from citizens/community groups. Exhibits tact and diplomacy in dealing with citizen/group complaints. Resolves complaints to citizen/groups’ satisfaction whenever feasible. Provides helpful explanation where legislatively or otherwise constrained. Researches/facilitates appropriate contact when referral is necessary. 					
<p>Comments: (include major strengths in this area of focus and any areas that may need future development)</p>					

PCCHU MEDICAL OFFICER OF HEALTH PERFORMANCE APPRAISAL FORM

<p>Employee Engagement and Learning – <i>This area reflects on how the MOH has influenced the HU’s organizational capacity, climate and culture and the contribution made to enabling engaged and empowered staff; thoughtful and responsive leadership and organizational structures that support decision-making, innovation and learning</i></p>	Exceeds Expectations	Meets Expectations	Partially Meets Expectations	Additional Growth Required	n/a
<ul style="list-style-type: none"> Promotes a positive working environment. Advocates integrity, empowerment, collaboration and striving for excellence among staff. Sets a professional example for staff. 					
<ul style="list-style-type: none"> Allocates resources to maximize departmental and program effectiveness. Proposes revision to staff structure and numbers as necessary. Collaborates with the Management team on opportunities for sharing/reallocating existing staff/resources wherever possible. Explores alternatives such as cost-sharing/joint services with other agencies and/or contract services. 					
<ul style="list-style-type: none"> Provides adequate supervision and direction of direct-reporting staff. Includes working with them to identify and prioritize short and longer-term goals. Conducts meaningful performance reviews in a timely manner, and identifies their strengths and areas for development. Identifies and takes actions necessary to obtain improved performance where necessary. Recognizes and commends staff for outstanding work. Identifies and deals with performance concerns quickly and effectively by dealing with performance / communication / disciplinary issues in an appropriate manner. 					
<ul style="list-style-type: none"> Maintains effective communication with staff. Fosters a workplace climate conducive to open communication. Holds regular Management meetings. Institutes feedback mechanisms to gauge leadership effectiveness. 					

PCCHU MEDICAL OFFICER OF HEALTH PERFORMANCE APPRAISAL FORM

<p>Employee Engagement and Learning – <i>This area reflects on how the MOH has influenced the HU’s organizational capacity, climate and culture and the contribution made to enabling engaged and empowered staff; thoughtful and responsive leadership and organizational structures that support decision-making, innovation and learning</i></p>	Exceeds Expectations	Meets Expectations	Partially Meets Expectations	Additional Growth Required	n/a
<ul style="list-style-type: none"> Identifies areas where staff training and development would be of benefit to the team and/or agency as a whole. Encourages staff commitment and ownership to upgrading and maintaining job related effectiveness. Promotes the view of training as a shared responsibility between staff and the health unit. Supports planning of short and long term departmental training and development initiatives. 					
<ul style="list-style-type: none"> Regularly evaluates corporate services, seeking ways to improve efficiency and effectiveness. 					
<ul style="list-style-type: none"> Exhibits excellent time management skills. Systematically organizes own time. Commits to and meets deadlines. Respects others’ time. Is punctual for meetings. 					
<ul style="list-style-type: none"> Sets and achieves personal and professional development objectives. 					
<p>Comments: (include major strengths in this area of focus and any areas that may need future development)</p>					

PCCHU MEDICAL OFFICER OF HEALTH PERFORMANCE APPRAISAL FORM

<p>Governance – This area reflects on how the MOH has influenced the alignment of management methods and systems to ensure appropriate structures and resources are in place to achieve the HU’s mission and vision. This area also reflects on the MOH’s responsibility for actions, decision and policies that impact the HUs ability to achieve the requirements as set out under the strategic plan, the Ontario Public Health Organizational Standards (OPHOS), other funder requirements and direction provided by the Board of Health</p>	Exceeds Expectations	Meets Expectations	Partially Meets Expectations	Additional Growth Required	n/a
<ul style="list-style-type: none"> Monitors overall HU financial situation demonstrating effective management of financial resources. Ensures transparency and understanding of financial processes and procedures. 					
<ul style="list-style-type: none"> Develops innovative approaches to financing and revenue generation. Devises strategies to protect HU assets. 					
<ul style="list-style-type: none"> Ensures agency compliance with the Ontario Public Health Organizational Standards. 					
<ul style="list-style-type: none"> Abides by employment and other relevant legislation including Employment Standards Act, Labour Relations Act, Occupational Health and Safety Act, Accessibility for Ontarians with Disabilities Act and the Human Rights Code. Adheres to terms of union and other contracts. 					
<ul style="list-style-type: none"> Develops and maintains HU by-laws, policies and procedures and ensures adherence within the health unit. Advises and consults with the BOH on significant matters. 					
<ul style="list-style-type: none"> Communicates regularly with the Chair of the Board and provides support in identifying agenda items for the BOH and Committee meetings. 					
<ul style="list-style-type: none"> Ensures adequate orientation and on-going education of BOH members. 					
<ul style="list-style-type: none"> Informs BOH of important 					

PCCHU MEDICAL OFFICER OF HEALTH PERFORMANCE APPRAISAL FORM

<p>Governance – This area reflects on how the MOH has influenced the alignment of management methods and systems to ensure appropriate structures and resources are in place to achieve the HU’s mission and vision. This area also reflects on the MOH’s responsibility for actions, decision and policies that impact the HUs ability to achieve the requirements as set out under the strategic plan, the Ontario Public Health Organizational Standards (OPHOS), other funder requirements and direction provided by the Board of Health</p>	Exceeds Expectations	Meets Expectations	Partially Meets Expectations	Additional Growth Required	n/a
<p>developments affecting Public Health and the HU (e.g. legislative changes, public health emergencies, organizational problems, system development, environmental trends.) Makes recommendations as appropriate and includes financial analysis for recommendations.</p>					
<ul style="list-style-type: none"> Provides appropriate and timely written and verbal reports to the BOH. Writes and speaks clearly. Reports are easily understood by the BOH members. 					
<p>Comments: (include major strengths in this area of focus and any areas that may need future development)</p>					

PCCHU MEDICAL OFFICER OF HEALTH PERFORMANCE APPRAISAL FORM

SUMMARY OF OVERALL PERFORMANCE

AREA OF FOCUS	Exceeds Expectations	Meets Expectations	Partially Meets Expectations	Additional Growth Required
Program Excellence				
Community and Client Impact				
Employee Engagement and Learning				
Governance				
<p>Comments – (Including comments with respect to the major strengths of the MOH and areas for future development.)</p> <p align="center" style="font-size: 2em; opacity: 0.3; transform: rotate(-30deg);">NEW - FOR APPROVAL</p>				

PCCHU MEDICAL OFFICER OF HEALTH PERFORMANCE APPRAISAL FORM

GOALS FOR THE NEXT PERIOD – BY AREA OF FOCUS

Program Excellence	Key Performance Indicator

Client and Community Impact	Key Performance Indicator

Employee Engagement and Learning	Key Performance Indicator

Governance	Key Performance Indicator

Personal Development	Key Performance Indicator

Other	Key Performance Indicator

PCCHU MEDICAL OFFICER OF HEALTH PERFORMANCE APPRAISAL FORM

SIGNATURES

Medical Officer of Health

I discussed this performance appraisal with the Chair of the Board of Health.

I have participated in the setting of goals and targets for the next performance period, have reviewed my job responsibilities with the Chair of the Board of Health, and agree to the goals, targets and measurement standards noted above for the next performance period.

Comments

Medical Officer of Health

Date

For the Board of Health

We have discussed the performance appraisal with the Medical Officer of Health. We have reviewed the past period's work performance and goals and objectives, and have discussed goals and objectives for the coming performance period. We have also discussed professional development and training needs. The goals and objectives for the coming year have been established, including job responsibilities and measurement methods.

Chair, Board of Health

Date

Vice Chair, Board of Health

Date



Board of Health

POLICY AND PROCEDURE

Section: Board of Health	Number: 2-340	Title: Medical Officer of Health Performance Appraisal
Approved by: Medical Officer of Health		Original Approved by Board of Health
Signature: _____		On (YYYY-MM-DD): 2009-02-11
Date (YYYY-MM-DD): 2015-12-09		Author: Medical Officer of Health
Reference:		

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POLICY

The Board of Health (BOH) facilitates performance by creating an environment where the Medical Officer of Health (MOH) and all employees of the Peterborough County-City Health Unit (PCCHU) achieve their best. A written appraisal system will be used to provide an objective and uniform way to evaluate employees on the job. It is a constructive process to build on strengths, correct weaknesses, and maximize performance.

1. The MOH's performance is to be appraised before the end of the probationary period, in order to recommend to the BOH appointment to regular appointment status, extension of probationary period, or termination of employment.
2. At the beginning and end of each year, the Board Chair will meet with the MOH to set and review an annual work plan which includes professional development goals.
3. The MOH's appraisal will be conducted by a committee of the BOH chaired by the Chair of the BOH every two (2) years.
4. This review is to be conducted by the current Chair, Vice Chair, and a past Chair of the Board, when possible.
5. The Board will incorporate feedback from internal stakeholders such as board of health members and staff as part of the 360° component every two (2) years. If relevant, the MOH may incorporate any such processes from their professional college into this appraisal process.

6. External stakeholders will be approached for feedback by the Board at least every five (5) years and where appropriate.
7. As part of the performance appraisal, the MOH is responsible for completing a self-appraisal.
8. Formal performance appraisals do not take the place of ongoing evaluation and feedback. If the MOH's work is not adequate, the matter is to be dealt with while details and facts are fresh and will not wait for the formal review. The MOH's performance must return to the required standard within a specified time period or further action may be taken by the Board.

PROCEDURE

The Chair of the BOH will:

1. Meet with the MOH at the beginning and end of the Chair's term to review the annual work plan, which includes the setting of professional development goals.
2. Schedule the performance appraisal before the end of the probationary period and then at least every two (2) years, preferably around the MOH's anniversary date.
3. Convene a meeting with the immediate past Chair and the Vice Chair to review the required materials, confirm the process, and develop the timeline. This sub-committee can consult with any other persons they feel could provide relevant input to the performance appraisal, review the job description, operational plans, significant events and any other pertinent items from the period under review.
4. Work with the Secretary of the Board to organize the 360^o component of the appraisal. This would begin with a request to the MOH for a list of staff and external stakeholders, when warranted, who could be approached for potential feedback.
5. Conduct the interview. This part may require more than one meeting. Begin the process with the MOH's self-appraisal. Use the information collected from the various sources to grade each factor on the appraisal form, using the definitions included in the performance appraisal form and support the decision with comments and examples wherever possible. When weighing all of the feedback, genuinely consider the MOH's input and make changes/additions to the factor comments, examples and even grading where warranted.
6. Complete the Performance Appraisal Form. The appraisal should also include an assessment of performance relative to any learning or performance objectives set in the previous performance appraisal. In the Board's comments, clearly indicate whether the overall performance is satisfactory or not. For probationary MOHs indicate if probation has been completed satisfactorily.
7. Sign and date the Performance Appraisal Form and have the MOH do the same. The MOH's

signature means that they have read and understood the review. Ensure that a signed version of the Confidentiality Agreement is received.

8. Provide the MOH a full copy of the completed Performance Appraisal Form. The Director of Operations is to retain the original including the self-appraisal in the MOH's personnel file.

Review/Revisions

- On** (YYYY-MM-DD): 2015-12-09 (Board; combined with procedure 2-341)
- On** (YYYY-MM-DD): 2012-12-12 (Board)
- On** (YYYY-MM-DD): 2012-11-26 (Governance)
- On** (YYYY-MM-DD): 2010-11-10 (Board)
- On** (YYYY-MM-DD): 2010-10-27 (By-Laws, Policies and Procedures Committee)

Governance Committee Work Plan (2016)

TASK	ACTION	COMMENTS
MAY 2, 2016		
2-20 Authority and Jurisdiction	For Review	
2-130 Appointment of an Auditor	For Review	
2-160 Execution of Documents	For Review	
2-211 Delegation of Authority	For Review	
Risk Management	Decision	Staff to identify current policies, propose new policies.
Board Members Skills Matrix	Review	Skills Matrix developed previously will be brought forward for review.
AUGUST 2, 2016		
2-100 Management of Property	For Review	
2-110 Banking and Finance	For Review	
2-180 Procurement of Goods and Services	For Review	
2-200 Duties and Responsibilities of the Board of Health	For Review	
2-284 Correspondence	For Review	

TASK	ACTION	COMMENTS
NOVEMBER 17, 2015		
2-90 Human Rights and Discrimination		
2-92 Workplace Harassment		
2-270 Conduct, Members of BOH		
2-400 Naming Rights		
Board Remuneration Review	Decision	Staff to recommend changes (if any) for 2016 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 2017; Board/Management Planning Session Discussion	Decision	

Other

MOH Performance Appraisal:

- *Goal Setting with Board Chair – by April 30, 2016*
- *Completed Performance Appraisal (with feedback from internal stakeholders) – by December 31, 2016*