

**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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