

**Board of Health for the
Peterborough County-City Health Unit
MINUTES
Governance Committee Meeting
Tuesday, December 3, 2013 – 2:00 – 5:00 p.m.
(City and County Rooms, 150 O’Carroll Avenue, Peterborough)**

Present: Mr. Jim Embrey
Dr. Rosana Pellizzari, Medical Officer of Health
Mrs. Catherine Robinson, Secretary to the Board, Recorder
Mayor Mary Smith
Mrs. Alida Tanna, Administrative Assistant
Mr. David Watton
Chief Phyllis Williams, Chair
Mr. Brent Woodford, Director of Corporate Services

1. Call To Order

Chair Chief Williams called the meeting to order at 2:05 p.m.

2. Confirmation of the Agenda

MOTION:

That the agenda be approved as circulated.

Moved by: Mayor Smith

Seconded by: Mr. Embrey

Motion carried. (M-13-29-GV)

3. Declaration of Pecuniary Interest

Nil.

4. Delegations and Presentations

None.

5. Confirmation of the Minutes of the Previous Meeting

MOTION:

That the minutes for August 29, 2013 be approved as written, and brought forward to the next Board of Health meeting.

Moved by: Mr. Embrey

Seconded by: Mr. Watton

Motion carried. (M-13-30-GV)

6. Business Arising from the Minutes

6.1 Strategic Plan – Implementation – Oral Update (Dr. Pellizzari)

Dr. Pellizzari provided an update to the Committee on the status of the implementation of the Board's strategic plan. It was recommended that a presentation be developed for the Board/Management meeting scheduled for March 2014.

Mr. Watton reported that a meeting had been held with Mayor Smith and Andrea Dicks, Executive Director for the Community Foundation of Greater Peterborough (CFGP) a few weeks prior. It was very productive in terms of exploring potential fundraising strategies for the Health Unit. From that meeting, Mr. Watton advised that the Health Unit should not pursue fundraising for operating expenses or a new building. The Board should concentrate on building on other fundraising initiatives already in place, either ones which we may pursue with other community organizations, or which are consistent with our mandate.

A 'scoping session' could also be considered to identify what the PCCHU wants to achieve and deliver as part of its mandate. A request could be made to Lisa Smith (United Way) to facilitate a session. It was noted that there is a philanthropy forum held for organizations from all over Ontario, and that this would be a good source of information, advice and strategies.

Chief Williams summarized the issue by advising that this item be deferred to the Board/Management Planning Session in March, and that the combined goal would be to broadly identify the purpose of any PCCHU fundraising, as well as the goals and methods of future fundraising activities.

Dr. Pellizzari agreed and established that this item would be a major focus of the 2014 Board Management Planning Session. Priorities would be what the Board wants to accomplish, including through fundraising, and how to set goals.

ACTION ITEM: If a preliminary fundraising meeting is scheduled in early 2014, Mayor Smith will request that Andrea Dicks be invited.

6.2 Provincial Appointments Update

Dr. Pellizzari reported that in addition to the recent appointment of Mr. Scott McDonald, further appointments were still being considered by the Provincial Appointment Secretariat. With Mr. Watton's upcoming retirement from the Board, it is expected that the Board could see an additional two appointments bringing the

total number of provincial appointees to four (one more than the Board has traditionally had in the last ten years). Dr. Pellizzari clarified that the total number of provincial appointees cannot surpass the number of municipal representatives as per the *Health Protection and Promotion Act*.

The Board has expressed a desire to recruit both women and younger members in order to broaden the range of experience and talent it can draw from. Dr. Pellizzari noted this was a major consideration in the interview process for the potential candidates, and in the sub-committee's recommendations to M.P.P. Leal and the Ministry.

7. Correspondence

None.

8. New Business

8.1 Organizational Standards – Management Operations (Pellizzari)

MOTION:

That the Governance Committee:

- *receive the report, 2014 Management Operations Update, for information; and,*
- *provide it to the Board of Health at its next meeting.*

Moved by: Mr. Embrey

Seconded by: Mr. Watton

Motion carried. (M-13-31-GV)

8.2 BOH Policies and Procedures for Review

a. Policy 2-120 - Calling of and Proceedings at Meetings (By-Law 3)

A revision to this By-Law was proposed to the Committee to address the potential cancellation of Board meetings in response to numerous factors, including the declaration of an emergency, lack of quorum, or insufficient business to be addressed.

Members discussed the utilization of teleconferencing to meetings. While provision for this is included for special meetings in the By-Law, it was recommended that regular meetings not adopt this practice. Exceptions can be made at the Board's discretion if there is assurance that the participant is calling in from a secure location and not from a public space.

MOTION:

That revised Policy 2-120 - Calling of and Proceedings at Meetings (By-Law 3) be brought forward to the next Board of Health meeting for approval.

Moved by: Mr. Watton
Seconded by: Mayor Smith
Motion carried. (M-13-32-GV)

b. Policy 2-150 - Remuneration of Members

At the last Governance Committee meeting, Members suggested combining By-Law 6, Remuneration of Members and Policy 2-240, Honorarium and Allowances.

The *Health Protection and Promotion Act* notes that Boards must have certain by-laws in place, remuneration is suggested for inclusion as a supplementary by-law however it is not mandatory. Staff proposed that this By-Law be retired in favour of a Board of Health policy.

MOTION:

That the Committee recommend to the Board at the January 8, 2014 meeting to:

- *approve the retirement of Board of Health By-Law Number 6 (Remuneration of Members) and Policy 2-240, Honourariums and Allowances; and;*
- *approve new Policy 2-150, Remuneration of Members.*

Moved by: Mayor Smith
Seconded by: Mr. Embrey
Motion carried. (M-13-33-GV)

c. MOH Performance Review Documents (Policy, Procedure and Forms)

There was discussion of the current procedure for performance reviews for the Medical Officer of Health. It was generally agreed that the requirements for a full 360° interview process every two years, which requires feedback from both staff and external stakeholders, has become onerous.

Generally there are not enough significant changes within that time frame to justify the time and effort required in producing the report. It was recommended that this analysis and report could be done every 3-5 years with no significant impact. In addition, outside expertise/assistance would be required to make the reporting system more manageable, currently feedback is sent directly to the Committee members.

Dr. Pellizzari noted that the Health Unit could look to the Association of Local Public Health Agencies (alPHA) for recommendations and tools in this area.

MOTION:

That the 360^o interview portion of Medical Officer of Health performance review be deferred for at least one year, and that the Committee direct staff to request assistance from the Association of Local Public Health Agencies on this matter.

Moved by: Mr. Embrey
Seconded by: Mr. Watton
Motion carried. (M-13-34-GV)

MOTION:

That the Chair, Vice Chair and past chair meet with Medical Officer of Health in March to review performance and discuss objectives for 2014.

Moved by: Mr. Watton
Seconded by: Mayor Smith
Motion carried. (M-13-35-GV)

8.3 [Article of Interest: Public Health Governance and Population Health Outcomes](#)

This article was circulated to the Committee for their interest.

8.4 [Staff Report – Board Remuneration Review](#)

Policy requires the Board to determine, at its first meeting of the year, the amount of remuneration for its Members. Policy also requires that the Governance Committee review the Board honourarium rate at the end of each calendar year, giving consideration to various factors including staff wage increases provided in the current year, and changes to the Consumer Price Index (CPI).

Since the Board approved motion (from March 13, 2013) reads “board member compensation in the future that is equal to staff increases or to the Consumer Price Index, whichever is lower”, a zero increase was recommended due to the fact that non union wages were frozen for the current year.

In addition, supporting information was provided to the Committee in the form of a survey of other Boards of Health. Of the fourteen units who responded, the rate for the Peterborough Board of Health was within the median to top end of the scale. It was noted, however, that Board remuneration is not in line with other provincial boards and committees, and since this rate has been the same since 2009, there will likely be a large increase required at some point to catch up.

It was agreed that Board of Health members across the province are likely not provided with appropriate honorariums, even with the CPI applied. However, the rationale continues, in Peterborough’s case, that many staff have not had increases, and as such, Board compensation should also remain at the same rate.

MOTION:

That the Governance Committee:

- *receive the staff report, Board Remuneration Review, for information;*
- *forward the staff report to the Board for its consideration at the January 8, 2014 meeting; and*
- *recommend no increase to the current honourarium for 2014.*

Moved: Mayor Smith

Seconded: Mr. Embrey

Motion carried. (M-13-36-GV)

9. In Camera to Discuss Confidential Personal Matters

MOTION:

That the Committee go In Camera to discuss confidential personnel matters

Moved by: Mr. Embrey

Seconded by: Mr. Watton

Motion carried. (M-13-37-GV)

MOTION:

That the Committee rise from In Camera.

Moved by: Mr. Watton

Seconded by: Mayor Smith

Motion carried. (M-13-38-GV)

10. Motions for Open Session

MOTION:

That the Governance Committee request that the Board of Health, at its next meeting, direct staff to tender a Request for Proposals for an external consultant to review non union salary ranges in comparison with similar employers.

Moved: Mayor Smith

Seconded: Mr. Embrey

Motion carried. (M-13-39-GV)

11. Date, Time and Place of Next Meeting

In lieu of meeting in January, staff will utilize this time to prepare items for the Board / Management planning session.

The date of the next meeting is to be determined.

12. Adjournment

MOTION:

That the meeting be adjourned.

Moved by: Mr. Embrey

Seconded by: Mr. Watton

Motion carried. (M-13-40-GV)

Parked Items

- *Trillium Funding Eligibility (Woodford, from Aug. 29/13)*

Chair

Recorder