

**Board of Health for the
Peterborough County-City Health Unit
MINUTES
Governance Committee Meeting
Thursday, February 12, 2015 – 5:00 – 7:30 p.m.
City and County Rooms, 150 O’Carroll Avenue, Peterborough**

In Attendance:

Members: Mr. Gregory Connolley
Deputy Mayor John Fallis
Mr. Scott McDonald, Chair
Mayor Mary Smith

Staff: Dr. Rosana Pellizzari, Medical Officer of Health
Ms. Alida Tanna, Administrative Assistant, Recorder
Mr. Brent Woodford, Director, Corporate Services

Regrets: Councillor Lesley Parnell
Ms. Natalie Garnett

1. Call To Order

Dr. Pellizzari called the meeting to order at 5:12 p.m.

2. Elections

2.1 Chairperson

Dr. Pellizzari, Medical Officer of Health, called for nominations for the position of Chairperson.

MOTION:

That Mr. Scott McDonald be appointed as Chairperson of the Governance Committee for the Peterborough County-City Health Unit for 2015.

Moved: Mayor Smith
Seconded: Deputy Mayor Fallis
Motion carried. (M-2015-001-GV)

Mr. McDonald assumed the Chair.

2.2 Vice Chairperson

Mr. McDonald, Chair, called for nominations for the position of Vice-Chairperson.

MOTION:

That Mayor Mary Smith be appointed as Vice-Chairperson of the Governance Committee for the Peterborough County-City Health Unit for 2015.

Moved: Deputy Mayor Fallis

Seconded: Mr. Connolley

Motion carried. (M-2015-002-GV)

3. Confirmation of the Agenda

Mayor Smith requested the addition of item 9.4, Compliments Tracking.

MOTION:

That the Agenda be approved as circulated.

Moved: Deputy Mayor Fallis

Seconded: Mr. Connolley

Motion carried. (M-2015-003-GV)

4. Declaration of Pecuniary Interest

5. Delegations and Presentations

6. Confirmation of the Minutes of the Previous Meeting

6.1 November 3, 2014

It was noted that the action arising out of item 8.7 pertaining to a consent agenda should have indicated that this would be referred to staff for further development.

MOTION:

That the minutes of the Governance Committee meeting held on November 3, 2014, be approved as amended, and provided to the Board for information at their next meeting.

Moved: Deputy Mayor Fallis

Seconded: Mayor Smith

Motion carried. (M-2015-004-GV)

6.2 **December 18, 2014**

MOTION:

That the minutes of the Governance Committee meeting held on December 18, 2014, be approved as circulated, and provided to the Board for information at their next meeting.

Moved: Mayor Smith
Seconded: Deputy Mayor Fallis
Motion carried. (M-2015-005-GV)

7. **Business Arising from the Minutes**

7.1 **Provincial Appointments**

Dr. Pellizzari advised that the Health Unit was contacted by the Agency Liaison and Public Appointments Branch of the Ministry of Health and Long-Term Care regarding Mr. Andy Sharpe's application, and was advised that it was currently under review.

MOTION:

That the Governance Committee receive the oral report, Provincial Appointments, for information.

Moved: Deputy Mayor Fallis
Seconded: Mayor Smith
Motion carried. (M-2015-006-GV)

7.2 **Consent Agenda**

The Committee was provided with the following items for reference:

- a. Article: The Consent Agenda - A Tool For Improving Governance
- b. Current Board of Health Meeting Procedural By-Law
- c. Selwyn Township Council Meeting Procedural By-Law

It was noted that several items on the current agenda could fall under a consent section (e.g., Committee minutes, staff reports and presentations for information). It was also requested that correspondence which require Board action should include proposed recommendations in the Board package.

MOTION:

That the Governance Committee request that staff propose changes to By-Law Number 3 - Calling of and Proceedings at Meetings, based on moving to a consent agenda, and that this item be brought forward to the next meeting for further discussion.

Moved: Mayor Smith
Seconded: Deputy Mayor Fallis
Motion carried. (M-2015-007-GV)

8. **Correspondence**

9. **New Business**

9.1 **Board / Management Planning Session**

Given other pressing matters, it was determined that this session should be deferred.

MOTION:

That the Board / Management Planning Session be deferred and rescheduled at a date to be determined by staff.

Moved: Mayor Smith
Seconded: Mr. Connolley
Motion carried. (M-2015-008-GV)

9.2 **Policies and Procedures for Review**

a. **Governance Terms of Reference**

The Committee reviewed the Terms of Reference and proposed the following amendments:

- a. the addition of establishing an annual work plan for the Committee;
- b. that the Committee provide oversight and advise on the annual selection of Board members for its standing Committees; and,
- c. be the point of contact between the non-union staff group and the Board.

With respect to follow-up required on these items:

- a. **ACTION: Mary Smith and Alida Tanna to draft a work plan to be brought forward to the next meeting of the Governance Committee.**
- b. **ACTION: Staff to draft a procedure on Committee appointments to be brought forward to the next meeting.**

MOTION:

That the Governance Committee recommend to the Board of Health at its next meeting:

- *That staff provide the revised Governance Committee Terms of Reference to the Board of Health for approval.*

Moved: Mayor Smith
Seconded: Mr. Connolley
Motion carried. (M-2015-009-GV)

b. 2-153, Board Remuneration

MOTION:

That the Governance Committee recommend to the Board of Health at its next meeting:

- *That staff provide the revised policy 2-153, Board Remuneration, to the Board of Health for approval.*

Moved: Deputy Mayor Fallis
Seconded: Mayor Smith
Motion carried. (M-2015-010-GV)

c. Hiring Policies

Mr. McDonald noted that policy 12-800 appeared to be a duplication of policy 12-211 included in the agenda package. The Committee agreed to the retirement in principle and requested that the correct policy be circulated via e-mail to the members after the meeting.

MOTION:

That the Governance Committee recommend to the Board of Health at its next meeting:

- *That the Board approve the retirement of the following policies:*
 - o *12-210, Employment, Changes*
 - o *12-211, Employment, Changes in Status*
 - o *12-220, Employment, Classifications*
 - o *12-800, Staffing*

Moved: Mayor Smith
Seconded: Mr. Connolley
Motion carried. (M-2015-011-GV)

9.3 alPHa Governance Toolkit

The Committee felt this item should be deferred for further discussion at the next meeting, and given that the proposed work plan will be drafted based on activities in the tool kit.

MOTION:

That the item, alPHa Governance Toolkit, be deferred to the next Governance Committee meeting for further discussion.

Moved: Mayor Smith
Seconded: Deputy Mayor Fallis
Motion carried. (M-2015-012-GV)

9.4 Compliments Tracking

Mayor Smith referred to correspondence that was emailed to Alida Tanna and Dr. Pellizzari previously on this item which provided detail on how the Peterborough Lakefield Police Service tracks compliments.

It was noted that currently, the Health Unit shares compliments received in writing with the staff person, Manager, Director and Medical Officer of Health.

MOTION:

That the item, Compliments Tracking, be referred to staff for further consideration and implementation should they deem it appropriate.

Moved: Mayor Smith
Seconded: Mr. Connolley
Motion carried. (M-2015-013-GV)

10. In Camera to Discuss Confidential Personal Matters

MOTION:

That the Governance Committee go In Camera to discuss confidential personal matters at 6:07 p.m.

Moved: Mayor Smith
Seconded: Deputy Mayor Fallis
Motion carried. (M-2015-014-GV)

MOTION:

That the Board of Health for the Peterborough County-City Health Unit rise from In Camera at 7:40 p.m.

Moved: Mayor Smith
Seconded: Deputy Mayor Fallis
Motion carried. (M-2015-015-GV)

11. Motions for Open Session

12. Date, Time and Place of Next Meeting

ACTION: Alida Tanna to schedule meetings for the remainder of the year (May, August, November).

13. Adjournment

MOTION:

That the meeting be adjourned.

Moved by: Mr. Connolley
Seconded by: Mayor Smith
Motion carried. (M-2015-016-GV)

The meeting was adjourned at 7:41 p.m.

Chairperson

Recorder