

**Board of Health for the
Peterborough County-City Health Unit
MEETING MINUTES
Governance Committee Meeting
Wednesday, March 26, 2013 – 4:30 – 6:00 p.m.
(City and County Rooms, 150 O’Carroll Avenue, Peterborough)**

Present: Mr. Jim Embrey, Chair
Mr. Scott McDonald
Dr. Rosana Pellizzari, Medical Officer of Health
Ms. Catherine Robinson, Secretary to the Board (Recorder)
Mayor Mary Smith
Chief Phyllis Williams
Mr. Brent Woodford, Director of Corporate Services

1. Call To Order

Dr. Pellizzari called the meeting to order at 4:30 p.m.

2. Elections

2.1 Chairperson

Dr. Pellizzari called for nominations from the floor for the position of Chairperson of the Board of Health Governance Committee for 2014.

Mayor Smith nominated Mr. Jim Embrey for the position of Chairperson.

Dr. Pellizzari asked if there were any further nominations for the position of Chairperson.

Dr. Pellizzari asked a final time if there were any further nominations for the position of Chairperson.

There being no further nominations for the position of Chairperson, Dr. Pellizzari declared nominations closed and asked Mr. Embrey if he accepted the nomination. Mr. Embrey agreed to let his name stand for the position of Chairperson.

MOTION:

That Mr. Jim Embrey be acclaimed as Chairperson of the Board of Health Governance Committee for 2014.

Moved by: Mayor Smith

Seconded by: Mr. McDonald

Motion carried. (M-2014-01-GV)

Mr. Embrey thanked Dr. Pellizzari for chairing the first part of the meeting and then assumed the Chair.

2.2 Vice-Chairperson

Mr. Embrey called for nominations from the floor for the position of Vice-Chairperson of the Board of Health Governance Committee for 2014. Mayor Smith nominated Mr. Scott McDonald for the position of Vice-Chairperson.

Mr. Embrey asked if there were any further nominations for the position of Vice-Chairperson.

Mr. Embrey asked a final time if there were any further nominations for the position of Vice-Chairperson.

There being no further nominations for the position of Vice-Chairperson, Mr. Embrey declared nominations closed and asked Mr. McDonald if he accepted the nomination.

Mr. McDonald agreed to let his name stand for the position of Vice-Chairperson.

MOTION:

That Mr. Scott McDonald be acclaimed as Vice-Chairperson of the Board of Health Governance Committee for 2014.

Moved by: Mr. Embrey
Seconded by: Mayor Smith
Motion carried. (M-2014-02-GV)

3. Confirmation of the Agenda

MOTION:

That the Agenda be approved as circulated.

Moved by: Mayor Smith
Seconded by: Jim Embrey
Motion carried. (M-2014-03-GV)

4. Declaration of Pecuniary Interest

Nil.

5. **Delegations and Presentations**

Nil.

6. **Confirmation of the Minutes of the Previous Meeting**

6.1 December 3, 2013

MOTION:

That the minutes for December 3, 2013 be approved as written, and brought forward to the next Board of Health meeting.

Moved by: Mayor Smith

Seconded by: Mr. McDonald

Motion carried. (M-2014-04-GV)

7. **Business Arising from the Minutes**

7.1 MOH Performance Review – Request to the Association of Local Public Health Agencies (alPHa)

Dr. Pellizzari contacted alPHa to inquire if they would be able to help develop a performance package for the Medical Officer of Health (MOH) for Boards of Health. alPHa responded that they are in the process of creating a toolkit, which will contain a review package for the MOH but currently it is unknown when this will be available. Staff will follow up later this year on the status of this item.

Dr. Pellizzari will be meeting with the Board Chair to finalize her work plan, which will include priorities established by the Board's strategic plan, as well as from the Board/Management Planning Session which took place in March.

8. **Correspondence**

Nil.

9. **New Business**

9.1 Follow Up – Board / Management Planning Session (Pellizzari)

a. Notes

Notes from this session were circulated to the Committee. The following items were discussed:

- *Fundraising:* The Board indicated that they would like to hear from various speakers before considering next steps. **ACTION: Dr. Pellizzari will follow up with the following contacts:**
 - Neil Hannam, Executive Director, Ontario Shores Foundation (formerly with the Campbellford Memorial Hospital Foundation)
 - Lynn Zimmer, YWCA Peterborough
 - John Good, Executive Director, Community Foundation of Greater Peterborough
 - United Way
- *Quarterly reports:* The Board decided on a new abbreviated format for program reporting, this will be implemented for the first quarter of 2014.
- *Priorities for 2014:* The outcome of group discussion on the Board's priorities for 2014 included:
 - the new facility/premises;
 - labour agreements as well as training for the Board on negotiations/agreements - Training will be scheduled in 2014, led by the Health Unit's new Human Resource Consultant, Linda Copland;
 - request to receive the closed agenda at the same time as the open agenda;
 - more time and training to enhance the Board's understanding of the budget process and outcomes.
 - training to better understand roles and responsibilities of being a Member of the Board of Health - Dr. Pellizzari noted that this is also an area where we will be looking to alPHa for advice and expertise.
 - increasing the Board's knowledge of the community - Staff are considering various options to enhance their awareness of community populations, needs and programs. It was suggested that the Board pursue at least one meeting per year in a Township Hall, in addition to the First Nations meeting locations. The Chair agreed this was a good idea to bring better understanding and connection with individual communities, as well as fostering closer relations with other councilors, community groups and agencies across the County. **ACTION: This will be brought forward to the April 9 Board of Health meeting.**

b. Revision/Update to Vision, Mission and Values

Dr. Pellizzari noted that an update to the Vision, Mission and Values statement should be considered. Normally this is done as part of the strategic planning process, however this was excluded from the deliverables

of the recent strategic plan process as the budget was limited to consultations and creation of the final plan.

It was noted that it would be difficult for Board Members to assess this since they are not immersed in day-to-day public health issues. The statement should be reviewed by staff to determine if the language is dated, and whether it speaks to current issues. In addition, the statement needs to relate to employees and the organization at large, with opportunity for input and feedback.

Timing of this review should also coincide with the Board's pursuit of a new facility, and the potential re-branding of the Health Unit. **ACTION: Dr. Pellizzari will bring this back to the Executive Committee for further work and planning.**

9.2 Obligations of a Board of Health under the Municipal Act, 2001

Dr. Pellizzari reported on a presentation from the alPHa Winter Symposium by James LeNoury. To date, the slides had not been posted on their website.

It was noted that this report was timely given the ongoing struggle between municipal governments and local Boards of Health in other areas of the Province. Peterborough is very fortunate to have good cooperation between these groups.

Mr. Embrey raised the question of remote participation. In the past this has been allowed in urgent sessions, where an immediate decision is required. The issue is public access if meetings are held via teleconference. **ACTION: Dr. Pellizzari will ask the Sudbury/Timmins Board of Health how they structure telephone or electronic polling for an urgent matter. She will bring their responses back to the next Committee meeting. Mr. Woodford will also look into legal issues as they may relate to the Canadian Corporations Act.**

Mr. Embrey requested confirmation of the honourarium given to Members who are also City Councillors. **ACTION: Mr. Woodford will confirm this information.**

9.3 Policies and Procedures for Review

- a. 2-90, Policy – Human Rights and Discrimination
- b. 2-92, Policy – Workplace Harassment
- c. 2-94, Policy – Workplace Violence

Mr. McDonald noted, regarding item 9.3 b., that anti-harassment and anti-violence training is now an annual requirement, based upon recent information, and the Board policy should be reviewed further by staff. Mr. Woodford reported that a workplace statement is posted with respect to these policies.

ACTION: Mr. Woodford will request that Linda Copland review all three policies, and bring back recommended changes to the next Governance Committee meeting.

Mayor Smith noted that everyone in an organization is protected by up-to-date policies and a future meeting of the Governance Committee should address the Code of Conduct. **ACTION: This item will be parked for a future meeting.** Mayor Smith also requested an update on the Organizational Culture work within the Health Unit. **ACTION: Dr. Pellizzari will schedule a presentation to the Board at a future meeting.**

10. In Camera to Discuss Confidential Personal Matters

MOTION:

That the Governance Committee go In Camera to review confidential personal matters.

Moved by: Mayor Smith
Seconded by: Mr. McDonald
Motion carried. (M-2014-5-GV)

MOTION:

That the Committee rise from In Camera.

Moved by: Chief Williams
Seconded by: Mayor Smith
Motion carried. (M-2014-6-GV)

11. Date, Time and Place of Next Meeting

The next meeting date will be Thursday, May 22, 2014 at 1:30 p.m.; location to be confirmed.

12. Adjournment

MOTION:

That the meeting be adjourned.

Moved by: Mr. McDonald
Seconded by: Mayor Smith
Motion carried. (M-2014-7-GV)

The meeting was adjourned at 6:00 p.m.

Parked Items

- *Trillium Funding Eligibility (Woodford, from Aug. 29/13)*
- *Tracking Compliments (from BOH, Jan. 8/14 meeting)*