

**Board of Health for the
Peterborough County-City Health Unit
MINUTES
Governance Committee Meeting
Thursday, May 22, 2014 – 1:30 – 3:30 p.m.
(City and County Rooms, 150 O’Carroll Avenue, Peterborough)**

Present: Mr. Jim Embrey, Chair
Dr. Rosana Pellizzari, Medical Officer of Health
Mayor Mary Smith
Ms. Alida Tanna, Administrative Assistant, Recorder
Mr. Scott McDonald
Mr. Brent Woodford, Director of Corporate Services

Regrets: Chief Phyllis Williams

1. Call To Order

The meeting was called to order at 1:35 p.m.

2. Confirmation of the Agenda

MOTION:

That the Agenda be approved as circulated.

Moved by: Mayor Smith

Seconded by: Mr. McDonald

Motion carried. (M-2014-08-GV)

3. Declaration of Pecuniary Interest

Nil.

4. Delegations and Presentations

None.

5. Confirmation of the Minutes of the Previous Meeting

5.1 March 26, 2014

MOTION:

That the minutes of the Governance Meeting held on March 26, 2014 be approved and provided to the Board of Health at its next meeting for information.

Moved by: Mr. McDonald
Seconded by: Mayor Smith
Motion carried. (M-2014-09-GV)

6. **Business Arising from the Minutes**

6.1 Fundraising – Next Steps

With respect to fundraising, Members felt that input from staff would be valuable to discern a focus for any fundraising initiative the Board may undertake. The Committee requested that a brainstorming session or round table exercise to explore options/next steps could be considered for the All Staff Day which is scheduled to take place in October 2014. They also recommended that out of that exercise, an ad-hoc group of select Board Members and interested staff could be struck to consult on this further. **ACTION: Dr. Pellizzari will take this back to the All Staff Day Planning Committee for consideration.**

Other items of note discussed:

- fundraising experience would be a desired skill set for any future Provincial Appointees; and
- the ad-hoc working group could look at the new facility and identify spaces which can be sponsored through corporate or individual donations.

MOTION:

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

- *direct staff to prepare a donation package for Board of Health Members, to be distributed in October of each year, to encourage Members to donate annually to eligible Health Unit programs; and,*
- *call for volunteers from its Members to take part personal calls of appreciation, on a quarterly basis, to current donors to eligible Health Unit programs.*

Moved by: Mayor Smith
Seconded by: Mr. McDonald
Motion carried. (M-2014-10-GV)

6.2 Honourariums for City Councillors

Mr. Woodford provided clarification to the Committee on the honourariums paid to City Councillors. If a councillor is appointed to the Board as part of his/her municipal duties, then no additional honourarium is paid out. Should a councillor wish to sit on the Board on his/her own time, they would be compensated accordingly.

6.3 Electronic Participation at Meetings

a. Response from Sudbury

- b. Response from Porcupine
- c. Proposed Change to By-Law 3

Arising from a previous request, staff proposed changes to By-Law Number 3 to address electronic participation at meetings. Supporting documentation was provided in the form of procedures from Sudbury and Porcupine which included language allowing for electronic participation in special circumstances.

Further revisions were made by Members in the meeting.

MOTION:

That revised By-Law #3, Calling of and Proceedings at Meetings, be brought forward to the next Board of Health meeting for approval.

Moved by: Mr. McDonald
Seconded by: Mayor Smith
Motion carried. (M-2014-11-GV)

6.4 Staff Report: Board of Health Policy Revisions regarding Human Rights and Discrimination; Workplace Violence and Harassment (Woodford)

MOTION:

That the Governance Committee direct staff to:

- *revise policy 2-90, Human Rights and Discrimination;*
- *revise and combine policy 2-92, Workplace Harassment and policy 2-94, Workplace Violence and rename it 'Workplace Violence and Harassment Prevention'.*

Moved by: Mayor Smith
Seconded by: Mr. McDonald
Motion carried. (M-2014-12-GV)

7. Correspondence

None.

8. New Business

8.1 Staff Report: Signing Authorities

MOTION:

That the Governance Committee request the Board of Health approve the Director, Public Health Programs be appointed as a cheque signing officer for payment purposes.

Moved by: Mr. McDonald
Seconded by: Mayor Smith

Motion carried. (M-2014-13-GV)

8.2 Policies and Procedures for Review

a. Authority and Jurisdiction

The Committee noted no further changes or updates to the document.

b. Delegation of Authority

The Committee noted no further changes or updates to the document.

c. Delegation of Authority (Procedure)

MOTION:

That revised procedure 2-211, Delegation of Authority, be brought forward to the next Board of Health meeting for approval.

Moved by: Mayor Smith

Seconded by: Mr. McDonald

Motion carried. (M-2014-14-GV)

d. Staff Reports and Presentations to the Board of Health

Due to the administrative nature of the document, the Committee recommended that this should be an organizational procedure and reviewed by the Health Unit's Executive Committee as per standard practice.

8.3 Strategic Plan – Implementation Updates

Staff requested feedback from the Committee regarding the frequency of updates on the implementation of the Board's strategic plan. The Committee felt that an annual update would be sufficient. This was incorporated into procedure 2-211, Delegation of Authority (item 8.2.c).

9. In Camera to Discuss Confidential Personal Matters

MOTION:

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

Moved by: Mr. McDonald

Seconded by: Mayor Smith

Motion carried. (M-2014-15-GV)

MOTION:

That the Committee rise from In Camera.

Moved by: Mayor Smith

Seconded by: Mr. McDonald
Motion carried. (M-2014-16-GV)

Motions for Open Session

MOTION:

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

- *advocate for the Ministry of Health and Long-Term Care to provide stable funding and advise Ontario public health units of the anticipated allocation on a rolling three-year basis; and,*
- *engage all Ontario Municipalities for support.*

Moved by: Mr. McDonald
Seconded by: Mayor Smith
Motion carried. (M-2014-17-GV)

10. Date, Time and Place of Next Meeting

Wednesday, September 3, 2014, 1:00 – 3:00 p.m., Board Room, 10 Hospital Drive, Peterborough.

11. Adjournment

Prior to adjournment, the Committee reviewed the status of the parked items. With respect to the tracking of compliments, follow up was noted. **ACTION: Mayor Smith will inquire about current practice through the Police Board. Dr. Pellizzari noted that the Executive Committee would also give this further thought.**

MOTION:

That the meeting be adjourned.

Moved by: Mayor Smith
Seconded by: Mr. McDonald
Motion carried. (M-2014-18-GV)

The meeting was adjourned at 2:40 p.m.

Parked Items

- *Tracking Compliments (from BOH, Jan. 8/14)*
- *Status of alPHa toolkit for BOHs (Pellizzari, from March 26/14)*
- *Review Code of Conduct (request from Mayor Smith from March 26/14)*

Chair

Recorder