

**Board of Health for the  
Peterborough County-City Health Unit  
MINUTES  
Governance Committee Meeting  
Thursday, May 30, 2013 – 1:30 – 3:30 p.m.  
(City and County Rooms, 150 O’Carroll Avenue, Peterborough)**

**Present:** Mr. Jim Embrey  
Dr. Rosana Pellizzari  
Mrs. Alida Tanna, Recorder  
Mr. David Watton  
Chief Phyllis Williams, Chair  
Mr. Brent Woodford

**Regrets:** Mayor Mary Smith

**1. Call To Order**

The meeting was called to order at 1:30 p.m.

**2. Confirmation of the Agenda**

Moved by	Seconded by
Mr. Watton	Mr. Embrey
That the agenda be approved as circulated.	
Carried (M-13-17-GV)	

**3. Declaration of Pecuniary Interest**

None.

**4. Delegations and Presentations**

None.

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

5.1 March 13, 2013

Moved by	Seconded by
Mr. Embrey	Mr. Watton
That the minutes of March 13, 2013 be approved as written, and brought forward to the next Board of Health meeting.	
Carried (M-13-18-GV)	

**6. Business Arising from the Minutes**

**6.1 Provincial Appointee Recruitment**

Dr. Pellizzari advised that following the interviews which took place on March 13<sup>th</sup>, the sub-committee (comprised of Dr. Pellizzari, Chief Williams and Mr. Embrey) chose to support two of the three applicants for the vacant Provincial Appointee position on the Board.

Letters of recommendation have been sent to the Ministry of Health and Long-Term Care as well as to M.P.P. Jeff Leal. The Health Unit expects to receive confirmation in a few months time on the successful applicant.

**7. Correspondence**

None.

**8. New Business**

**8.1 By-Laws, Policies and Procedures For Review**

The Committee reviewed and provided revisions for documents 8.1a and 8.1b only. With these amendments, the Committee approved all documents provided for their consideration.

Moved by	Seconded by
Mr. Embrey	Mr. Watton

That the following documents be forwarded to the Board of Health at their next meeting for approval:

- a. 2-140 – By-Law Number 5, Powers and Term of Office of the Chairperson and Vice-Chairperson of the Board of Health (revised)
- b. 2-150 – By Law 6, Remuneration of Members (revised)
- c. 2-153 – Procedure, Board Remuneration Review (new)
- d. 2-251 – Procedure, Orientation for Board of Health Members (revised)

**8.2 2013-17 Draft Strategic Plan**

The Committee reviewed a draft of the plan to prepare it for Board approval in June. Several revisions were noted and will be incorporated in the final version.

Since the last Governance meeting, the consultants for the plan withdrew from the process, and returned funds that remained unspent (approximately \$7,000). These funds were part of a one-time grant provided by the Ministry to complete this work.

Dr. Pellizzari asked the Committee for direction on whether some of the funds should be used to hire an external graphic design agency to complete the final

product, or whether the Committee was amenable to having the Health Unit's Communications team finalize the materials. Committee Members agreed that the Health Unit's Communications staff could finalize the plan and complete the graphic design work.

Dr. Pellizzari advised she would be following up with Laridae Communications to debrief on the process and obtain/provide feedback.

**9. In Camera to Discuss Confidential Personal Matters**

Moved by  
Mr. Embrey

Seconded by  
Mr. Watton

That the Committee go In Camera to discuss confidential personal matters.  
Carried (M-13-19-GV)

Moved by  
Mr. Watton

Seconded by  
Mr. Embrey

That the Committee rise from In Camera.  
Carried (M-13-20-GV)

**10. Date, Time and Place of Next Meeting**

The next meeting will be scheduled in September 2013, or at the call of the Chair.

**11. Adjournment**

Moved by  
Mr. Embrey

Seconded by  
Mr. Watton

That the meeting be adjourned.  
Carried (M-13-21-GV)

The meeting adjourned at 3:25 p.m.

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Chair

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Recorder