

**Board of Health  
for the  
Peterborough County-City Health Unit  
GOVERNANCE COMMITTEE  
MEETING MINUTES  
Friday, February 1, 2013 – 2:30 – 4:30 p.m.  
(Board Room - 10 Hospital Drive, Peterborough)**

**Present:** Dr. Rosana Pellizzari  
Mayor Mary Smith  
Mrs. Alida Tanna  
Mr. David Watton  
Chief Phyllis Williams  
Mr. Brent Woodford

**Regrets:** Mr. Jim Embrey

**1. Call To Order**

Dr. Pellizzari called the meeting to order at 2:37 p.m.

**2. Declaration of Pecuniary Interest**

Nil.

**3. Delegations**

Nil.

**4. Approval of the Agenda**

Moved by	Seconded by
Mayor Smith	Chief Williams
That the agenda be approved as circulated.	
Carried (M-13-01-GV)	

**5. Approval of the Minutes**

5.1 November 26, 2012

Moved by  
Chief Williams

Seconded by  
Mayor Smith

That the minutes of February 1, 2012 be approved as written, and brought forward to the next Board of Health meeting.

Carried (M-13-02-GV)

## 6. Business Arising from the Minutes

### 6.1 Provincial Appointee Recruitment

The Committee struck a small working group to review potential candidates for the upcoming provincial appointee vacancy. Deadline for submission of applications to the Board Chair was January 31<sup>st</sup> at noon. Criteria to rate applications will be drawn from a skill set matrix developed by the Committee last year. Members of this working group will include: Dr. Pellizzari, Mr. Embrey and Chief Williams. **ACTION: Alida Tanna to forward applications and the criteria matrix as soon as possible and schedule a time for the working group to discuss results.**

In discussing the skill matrix, the Committee also discussed Board self evaluation. Dr. Pellizzari advised that this is normally done with a self evaluation form provided to Board members after the annual Board / Management planning meeting. This planning meeting normally takes place in late January, early February each year, however in 2013, this meeting will focus on the 2013-17 strategic plan. Completed forms are provided to the Board Chair and any areas of note or concern are discussed with the Medical Officer of Health (MOH). **ACTION: Alida to ensure that the self evaluation form will be provided to Board members at the last regular meeting of the year, or to any departing members should they leave the Board prior that date.**

Monthly meeting evaluation forms are handled in a similar fashion. Completed forms are provided to the Chair who can discuss items of note and/or concern with the MOH.

The Committee asked whether it would be possible to review a synopsis of comments from these forms in order to plan ahead, perhaps a summary of the year prior to be provided at the first calendar meeting of the year. **ACTION: Alida Tanna to include a summary of meeting and self evaluation forms for 2013 at the first meeting of the Governance Committee in 2014.**

## 7. New Business

### 7.1 Recommendations for Chair and Vice Chair

Dr. Pellizzari called for nominations for the position of Chairperson of the Board of Health Governance Committee for 2013.

Moved by Mayor Smith  
Seconded by Mr. Watton  
That Chief Phyllis Williams be nominated Chairperson of the Board of Health Governance Committee for 2013.

Carried (M-13-03-GV)

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

Dr. Pellizzari asked one last 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 Chief Williams if she accepted the nomination. Chief Williams agreed to let her name stand for the position of Chairperson for the Board of Health Governance Committee.

Chief Williams called for nominations for the position of Vice-Chairperson of the Board of Health Governance Committee for 2013.

Moved by Mr. Watton  
Seconded by Chief Williams  
Mayor Smith be nominated Vice-Chairperson of the Board of Health Governance Committee for 2013.

Carried (M-13-04-GV)

Chief Williams asked again if there were any further nominations for the position of Vice-Chairperson.

Chief Williams asked one last time if there were any further nominations for the position of Vice-Chairperson.

There being no further nominations for the position of Vice-Chairperson, Chief Williams declared nominations closed and asked Mayor Smith if she accepted the nomination. Mayor Smith agreed to let her name stand for the position of Vice-Chairperson for the Board of Health Property Committee.

As per Board of Health By-Law #3, the Board must appoint a Chair to its Committees.

**ACTION: A recommendation will be made to the Board of Health at its next meeting to accept the nomination of Chief Williams as Chair of this Committee.**

7.2 Review of Terms of Reference

Recommended changes were provided by members at the meeting.

Moved by                                Secinded by  
Mr. Watton                               Mayor Smith

That revised Policy 2-348, Governance Committee, Terms of Reference, go forward to the next Board of Health meeting for approval.

Carried (M-13-05-GV)

7.3 Staff Report – Board Remuneration

The members considered a report prepared by staff on remuneration, which included the results of a survey conducted in January 2013 to ascertain what other Health Units paid their Board members.

Upon reviewing this information, the Committee deliberated and determined it would propose options for the Board to consider.

Moved by                                Secinded by  
Mayor Smith                               Mr. Watton

That the options as discussed be provided to the Board for consideration at their next meeting, supported by the Staff Report – Board Remuneration to be included for their information.

Carried (M-13-06-GV)

7.4 By-Law, Policy and Procedure Review

a. 2-120, By-Law Number 3, Calling of and Proceedings at Meetings

A number of potential changes were identified at the meeting. **ACTION: This item will be brought back to the next Governance Committee meeting for additional review.**

b. 2-374, Policy, Contractor Performance and Litigation

Moved by                                Secinded by  
Mr. Watton                               Mayor Smith

That new Policy 2-374, Contractor Performance and Litigation, go forward to the next Board of Health meeting for approval.

Carried (M-13-07-GV)

8. 2013+ Strategic Plan

8.1 General Discussion

A meeting with the Board, Management staff and members of the Strategic Planning Working Group was scheduled to take place on Tuesday, February 5, 2013.

**9. In Camera/Closed Session for Personal Matters**

Moved by  
Mayor Smith

Seconded by  
Mr. Watton

That the Committee go In Camera to discuss confidential personal matters.

Carried (M-13-08-GV)

Moved by  
Chief Williams

Seconded by  
Mayor Smith

That the Committee rise from In Camera.

Carried (M-13-09-GV)

**10. Items to be referred to:**

10.1 Board of Health

- Minutes, November 26, 2012
- Revised Policy 2-348, Governance Committee, Terms of Reference
- New Policy 2-374, Contractor Performance and Litigation

10.2 Other

- 2-120, By-Law Number 3, Calling of and Proceedings at Meetings (*to Dr. Pellizzari/Alida Tanna for further revision*)

**11. Agenda Items for Next Meeting**

- 2-120, By-Law Number 3, Calling of and Proceedings at Meetings (*to Dr. Pellizzari/Alida Tanna for further revision*)
- Other By-laws, policies and procedures for review as required.

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

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

**13. Adjournment**

Moved by  
Mayor Smith

Seconded by  
Chief Williams

That the meeting be adjourned.

Carried (M-13-10-GV)

The meeting adjourned at 4:25 p.m.

c: Mr. Jim Embrey  
Dr. Rosana Pellizzari  
Mayor Mary Smith  
Mr. David Watton  
Chief Phyllis Williams  
Mr. Brent Woodford

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Chair

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Recorder