



BOARD OF HEALTH GOVERNANCE COMMITTEE MEETING

Wednesday, March 30, 2022
1:30 to 3:00 p.m.

In-Person

Please note there will be a
Closed Session
at the beginning of the meeting

To ensure a quorum we ask that you please
RSVP (Regrets Only) to
clovell@hpeph.ca or 613-966-5500, Ext 231

Hastings Prince Edward Public Health 2019 - 2023 Strategic Plan

Our Vision

**Healthy Communities,
Healthy People.**

Our Mission

**Together with our communities,
we help people become as
healthy as they can be.**

Our Values Show We CARE



Collaboration



Advocacy



Respect



Excellence

Our Strategic Priorities



**Community
Engagement**



**Staff
Engagement
and Culture**



**Population Health
Assessment and
Surveillance**



**Program
Standards**



**Health
Promotion**

**GOVERNANCE COMMITTEE MEETING
AGENDA**

Wednesday, March 30, 2022

1:30 pm – 3:00 pm

In-Person

If you are unable to attend, and have not already done so, please arrange for your alternate to attend and advise Catherine Lovell at clovell@hpeph.ca Thank you.

- 1. CALL TO ORDER**
- 2. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**
- 3. ELECTION OF THE CHAIR**
- 4. APPROVAL OF AGENDA**
- 5. CLOSED SESSION**

THAT the Board of Health convene in closed session for the purpose of a discussion of personnel issues in accordance with Section 239 (2)

(b) personal matters about an identifiable individual, including Board employees
- 6. MOTIONS ARISING FROM CLOSED SESSION**
- 7. APPROVAL OF MINUTES OF PREVIOUS MEETING**
 - 7.1 Meeting Minutes of October 27, 2021 Schedule 7.1
- 8. NEW BUSINESS**
 - 8.1 Strategic Recovery Planning - Board Initiatives
 - 8.2 Updated Board Governance Package Schedule 8.2
- 9. DATE OF NEXT MEETING - Wednesday, May 18, 2022**
- 10. ADJOURNMENT**

**GOVERNANCE COMMITTEE MEETING
MINUTES - OPEN SESSION**

Wednesday, October 27, 2021**1:00 pm – 2:30 pm****Virtual Via Zoom**<https://us06web.zoom.us/j/89422941800?pwd=UXVpSUJSUjJWWllkZTVXYThoeVczdz09>Meeting ID: 894 2294 1800; Passcode: 992722; Tel: 1-647-558-0588

Present:

Ms. Jo-Anne Albert, Mayor, Municipality of Tweed, County of Hastings
Dr. Jeffrey Allin, Provincial Appointee
Mr. Andreas Bolik, Councillor, County of Prince Edward
Mr. Sean Kelly, Councillor, City of Belleville
Mr. Michael Kotsovovs, Councillor, City of Quinte West
Ms. Jan O'Neill, Mayor, Municipality of Marmora and Lake, County of Hastings (Chair)

Also Present:

Dr. Ethan Toumishey, Acting Medical Officer of Health
Ms. Val Dunham, Director of Corporate Services/Associate CEO
Mr. Eric Serwotka, Director of Community Programs
Ms. Catherine Lovell, Executive Assistant

1. CALL TO ORDER

The meeting was called to order at 1:16 p.m.

(Meeting had a delayed start of 1:15 pm - Councillor Kelly arrived at the meeting at 1:36 pm)

ROLL CALL**2. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF****3. APPROVAL OF AGENDA****MOTION:**

Moved by: Michael

Seconded by: Jeffrey

CARRIED

THAT the agenda of the October 27, 2021 Governance Committee be approved as circulated.

4. CLOSED SESSION

MOTION:

Moved by: Andreas

Seconded by: Jeffrey

CARRIED

THAT the Governance Committee convene in closed session for the purpose of a discussion of personnel issues in accordance with Section 239 (2) ii personal matters about an identifiable individual, including Board employees;

4A. MOTIONS ARISING FROM CLOSED SESSION

MOTION:

Moved by: Jeffrey

Seconded by: Andreas

CARRIED

THAT the Governance Committee endorse the actions approved in the Closed Session and direct staff to take appropriate action.

5. APPROVAL OF MINUTES OF PREVIOUS MEETING

5.1 Meeting Minutes of May 26, 2021

Schedule 5.1

MOTION:

Moved by: Andreas

Seconded by: Michael

CARRIED

THAT the minutes of the May 26, 2021 Governance Committee meeting be approved as circulated.

6. NEW BUSINESS

6.1 *Risk Management Report and Policy*

Schedule 6.1

MOTION:

Moved by: Michael

Seconded by: Jeffrey

CARRIED

THAT the Governance Committee accept the Risk Management Report and Policy as circulated and forward to the Board of Health recommending the policy and report be approved at its next meeting.

Val reviewed the revised policy for the group noting that it has been simplified. There were no questions regarding the revised policy. Val then reviewed the Risk Management Report noting these are all high-level risks and will be submitted to the Ministry with the third quarter report in January 2022. There were no questions.

6.2 Strategic Priorities for Recovery Planning

Schedule 6.2

MOTION:

Moved by: Jo-Anne

Seconded by: Andreas

CARRIED

THAT the Governance Committee have a standing item on the meeting agenda providing opportunity for actions to be identified as suggested in the Board of Health Working Session for Strategic Recovery Planning.

- ♦ Dr. Toumishey discussed the activities that have been happening around recovery and preparing for reopening starting with the two facilitated sessions; one with the Management Team and one with the Board of Health.
- ♦ The outcome from these two sessions were the five priorities that also support the Risk Management report.
- ♦ There have been individual meetings between the two program directors and each manager to identify program priorities, barriers, challenges, and timelines.
- ♦ Dr. Toumishey noted that a final overview document including these timelines will be prepared for the Board of Health meeting in December to kick-off the 2022 reopening phase of public health assuming current trends of COVID-19 continue.

7. DATE OF NEXT MEETING - Wednesday, May 25, 2022 (Tentative)

8. ADJOURNMENT

MOTION:

Moved by: Jeffrey

Seconded by: Sean

CARRIED

THAT the Governance Committee meeting adjourn at 2:24 p.m.

Jan O'Neill, Chair - Governance Committee

Governance Committee Briefing Note

To:	Hastings Prince Edward Board of Health Governance Committee
Prepared by:	Valerie Dunham, Director of Corporate Services/Associate CEO
Approved by:	Dr. Ethan Toumishey, Acting Medical Officer of Health & CEO
Date:	Wednesday, March 30, 2022
Subject:	Updated Board Governance Package
Nature of Board Engagement	<input type="checkbox"/> For Information <input type="checkbox"/> Strategic Discussion <input checked="" type="checkbox"/> Board approval and motion required <input checked="" type="checkbox"/> Compliance with Accountability Framework <input type="checkbox"/> Compliance with Program Standards
Action Required:	Governance Committee to review the governance package and make a recommendation to the Board of Health for approval at the May 4, 2022 meeting.
Background:	<p><i>In accordance with the Ontario Public Health Standards: Good Governance and Management Practices Domain, the Board of Health shall ensure that by-laws, policies and procedures are reviewed and revised as necessary, and at least every two years.</i></p> <p>The requirements for by-laws in public health is outlined in the Health Protection and Promotion Act (HPPA) RSO 1990, c.H.7 Section 56 (1) which specifies:</p> <p>A board of health (Board) shall pass by-laws respecting,</p> <ul style="list-style-type: none"> (a) Management of its property (b) Banking and finance; (c) Calling of and proceedings at meetings; and (d) Appointment of an auditor. <p>The Ontario Public Health Standards (OPHS) provide further direction regarding policy development for a public health agency.</p> <p><u>By-Laws</u></p> <p>Hastings Prince Edward Public Health (HPEPH) has four (4) by-laws. A borrowing by-law is approved every year and is required by Canadian Imperial Bank of Commerce (CIBC). This by-law was approved at the February meeting of the Board.</p> <p>The remaining three by-laws were last reviewed in 2019. Minor editing and format changes have been incorporated as required and the following revisions have been made for Board review. Revisions include:</p> <ul style="list-style-type: none"> • Banking and Financial Activities: By-law 2022-02 <ul style="list-style-type: none"> ○ Improved wording and order of activities for delegation of financial authority ○ Added the provision of banking and payroll provider services ○ Included interest bearing account in banking agreement • Property Management: By-law 2022-03 <ul style="list-style-type: none"> ○ Changed title of Accommodation Committee to Property Committee

- Meeting Proceedings: By-law 2022-04
 - Included use of virtual platforms for Committee meetings
 - Included land acknowledgement in order of business
 - Addressed electronic participation in quorum section
 - Indicated that a conflict of interest statement shall be filed with the Board Chair or Secretary – rather than the City/County.
 - Clarified that closed session agendas shall be circulated to such staff as directed by the Board Chair – as opposed to the Secretary.
 - Changed the appointment of Board representatives to commissions and bodies from first meeting of year to time to time as required

Policies

The Board of Health governance policy package consists of sixteen (16) policies. Minor editing has been included in this set of revisions as well as some important changes. Key changes include the following.

- Clarified the process of the appointment of a Board member as a representative of the Board as opposed to participation in a training event.
- Changed self-evaluation process to be completed during years one and three of the term after municipal elections.
- Added language in conflict of interest policy regarding role of the Chair.
- Included Associate Medical Officer of Health in the delegation of duties policy and recruitment of the MOH policy.
- Standardized reviews for the MOH
- Strengthened language in policy advocacy and orientation.
- Three NEW policies introduced
 - Remuneration of MOH/AMOH
 - Land acknowledgement
 - Calculation of municipal levy

Terms of Reference

Terms of reference have been revised to encourage Committee Chairpersons to serve a minimum period of two years.

Finally, a new introduction and overview of the governance package has been created and added to the package.

For ease of reading, changes have been highlighted in yellow.