
South East Health Unit

formerly



GOVERNANCE COMMITTEE MEETING AGENDA PACKAGE

TUESDAY, FEBRUARY 18, 2025

at 1:00 p.m.

Brockville Site/Belleville Site

Join Zoom Meeting

<https://us06web.zoom.us/j/87445373939?pwd=KkaQanzvugKJd6gVaRADaWhkAkqLdn.1>

Meeting ID: 874 4537 3939

Passcode: 858313

Dial by your location

- +1 647 374 4685 Canada
- +1 613 209 3054 Canada

**To ensure a quorum we ask that you please RSVP to
heather.bruce@healthunit.org or 613-345-5685 Ext. 2248**

Hastings Prince Edward Public Health
179 North Park St.
Belleville, Ontario K8P 4P1
613-966-5500 | 1-800-267-2803
Fax: 613-966-9418

Kingston, Frontenac and Lennox
& Addington Public Health
221 Portsmouth Ave.
Kingston, Ontario K7M 1V5
613-549-1232 | 1-800-267-7875
Fax: 613-549-7896

Leeds, Grenville & Lanark
District Health Unit
458 Laurier Blvd.
Brockville, Ontario K6V 7A3
613-345-5685 | 1-800-660-5853
Fax: 613-345-2879

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GOVERNANCE COMMITTEE

Tuesday, February 18, 2025

1:00 p.m. (Lanark Room Brockville/Jenner Room Belleville)

In attendance:

In-Person: Mayor Jan O'Neill (Belleville), Councillor Judy Greenwood-Speers, Stephen Bird, Mayor Robin Jones, Barb Proctor (Belleville), Warden Nathan Townend

Officer: Dr. Piotr Oglaza (Belleville)

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1. **CALL TO ORDER**
 2. **LAND ACKNOWLEDGEMENT**
 3. **ROLL CALL**
 4. **ELECTION OF CHAIR**
 5. **APPROVAL OF THE AGENDA**
 6. **DISCLOSURE OF PECUNIARY INTEREST AND / OR CONFLICT OF INTEREST**
 7. **NEW BUSINESS**
 - 7.1 Meeting Schedule
 - 7.2 Meeting Remuneration
 8. **ADJOURNMENT**

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2025

Board of Health Proposed Meeting Schedule

It is being proposed that Board meetings will be held the **fourth Wednesday of each month** to commence at 1:00 p.m. at the location shown in the table below or as otherwise noted. All meetings, including committee meetings, will have the option of in-person or virtual attendance.

It is requested that you RSVP your attendance as well as non-attendance of each meeting to Catherine Lovell, Executive Assistant at clovell@hpeph.ca or call 613-966-5500 ext 231 or cell 613-921-2078.

Date of Meeting - Kingston

January 22
April 23
September 24
December 17

Date of Meeting - Brockville

February 26
June 25
August 27
October 22

Date of Meeting - Belleville

March 26
May 28
July 23
November 26

Finance Committee Meetings

It is requested that you RSVP your attendance as well as non-attendance of each meeting to Kathleen Thompson, Executive Assistant at kathleen.thompson@kflaph.ca or call 613-549-1232 Ext. 1147.

The following dates coincide with financial statements to the Ministry. These meetings will start at 1:00 pm, unless otherwise announced, with members joining in person and virtually.

Date of Meeting - Kingston

February 19
April 16
June 18

Date of Meeting - Kingston

September 17
October 15
November 19

Governance Committee Meetings

It is requested that you RSVP your attendance as well as non-attendance of each meeting to Heather Bruce, Executive Assistant at heather.bruce@healthunit.org or call 613-345-5685 Ext. 2248.

Governance Committee meetings will be held on the **second Tuesday of the month**, where possible or as noted below, at 1:00 pm, unless otherwise announced. These will be hybrid meetings with members joining in person and virtually.

Date of Meeting - Kingston

April 8
July 8
October 7

Date of Meeting - Brockville

February 18
May 13
August 12
November 18

Date of Meeting - Belleville

March 18
June 10
September 9
December 9

As at February 7, 2025

[AMO Conference](#) – August 17-20, 2025 – Ottawa, ON ([Hotel booking](#) starts January 14)

[Return to Agenda](#)

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Governance Committee Briefing Note

To:	South East Health Unit Governance Committee
Prepared by:	Dr. Piotr Oglaza, Medical Officer of Health and CEO
Date:	Tuesday, February 18, 2025
Subject / Issue:	Board Members' Remuneration and Expenses
Nature of Agenda Item	<input type="checkbox"/> For Information <input type="checkbox"/> Strategic Discussion <input checked="" type="checkbox"/> Governance recommendation to the Board for approval and motion required <input type="checkbox"/> Compliance with Accountability Framework <input type="checkbox"/> Compliance with Program Standards
Background:	<p>Bylaw #1 states that remuneration of Board members shall be in accordance with the Act. The Board shall pay the reasonable and actual expenses of each member of the Board in accordance with the Act and the policies of the South East Health Unit.</p> <p>According to the Health Protection and Promotion Act 49 (4), (10) and (11): The rate of the remuneration paid by a board of health to a member of the board of health shall not exceed the highest rate of remuneration of a member of a standing committee of a municipality within the health unit served by the board of health, but where no remuneration is paid to members of such standing committees the rate shall not exceed the rate fixed by the Minister and the Minister has power to fix the rate. R.S.O. 1990, c. H.7, s. 49 (6).</p> <p>The meeting stipend rate for legacy health units is as follows: KFLA - \$150 HPE - \$100 LGL - \$90.71</p> <p>During pre-merger discussions at the South East Transition Team, preference was expressed to consider the HPPA maximum rate of remuneration.</p> <p>Historically the highest rate of municipal remuneration within the three legacy health unit areas is as follows: KFLA - City of Kingston - Annual remuneration of approximately \$48,500 (with approximately 26 Council Meetings and 25 additional Committee Meetings) LGL - United Counties - \$122.47/half day and \$244.96/full day</p>

	HPE – Hastings County - \$100 per diem
Recommendations	That the Governance Committee recommend to the Board of Health that SEHU board members be reimbursed at a rate of \$ per meeting. Reimbursement pertains to provincial representatives and the Board Chair only. Municipal representatives are reimbursed by their municipalities.

SOUTH EAST HEALTH UNIT	
BOARD OF HEALTH MANUAL	
Policy and Procedure	
Title: Board Members' Remuneration and Expenses	Original Date:
Number:	Revision Date:
Approved by: Board of Health	Reviewed Date:

PURPOSE:

To ensure Board of Health members are compensated for their work on behalf of the Board of Health.

POLICY:

The remuneration of Board members shall be in accordance with The Health Protection and Promotion Act. Board members shall receive remuneration for time and reasonable and actual expenses related to meetings/functions of the Board.

PROCEDURE:

The meeting stipend rate will be paid to eligible Board members (the Chair and provincial appointees) for attendances at:

- A regular or special meeting of the Board
- A committee meeting
- A business meeting on behalf of the Board

All Board members, except the Board Chair, who are elected officials of municipal councils will not be entitled to receive a meeting stipend rate for attendance.

Board members shall receive only one fee per day regardless of whether the member attends more than one official function in a day.

The meeting stipend rate for the Board Chair and provincial appointees will be \$ _____ effective January 1, 2025.

The meeting stipend rate will be adjusted annually, effective January 1st and will be reviewed annually by the Board of Health. The rate of remuneration paid by a Board of Health to a member of the Board of Health shall not exceed the highest rate of

remuneration of a member of a standing committee of a municipality within the health unit served by the Board of Health.

Conferences

Board members are encouraged to attend appropriate conferences and conventions and will prepare a report to the Board giving a brief overview of the topics discussed at the conference. Board members may attend a conference/workshop with Board approval.

Municipal members on the Board of Health will be reimbursed for mileage and conference expenses related to Board work if they are not reimbursed by their municipality. For a conference or workshop the meeting stipend rate will be twice the meeting rate.

Other Expenses

Mileage reimbursement will be in accordance with the Canada Revenue Agency automobile rates as published annually, per kilometre.

Expenses for accommodation, food, parking and registration fees will be reimbursed with itemized receipts.