



Governance Standing Committee Meeting  
MS Teams Electronic Participation  
Thursday, May 13, 2021  
9:00 a.m.

AGENDA			
Item	Agenda Item	Lead	Expected Outcome
<b>1.0 COVENING THE MEETING</b>			
1.1	Call to Order, Recognition of Quorum <ul style="list-style-type: none"> <li>Introduction of Guests, Board of Health Members and Staff</li> </ul>	Larry Martin	
1.2	Approval of Agenda	Larry Martin	Decision
1.3	Reminder to disclose Pecuniary Interest and the General Nature Thereof when Item Arises including any related to a previous meeting that the member was not in attendance for.	Larry Martin	
1.4	Reminder that Meetings are Recorded for minute taking purposes	Larry Martin	
<b>2.0 APPROVAL OF MINUTES</b>			
2.1	Approval of Minutes from December 17, 2020	Larry Martin	Decision
<b>3.0 APPROVAL OF CONSENT AGENDA ITEMS</b>			
	None.		
<b>4.0 CORRESPONDENCE RECEIVED REQUIRING ACTION</b>			
	None.		
<b>5.0 AGENDA ITEMS FOR INFORMATION.DISCUSSION.ACCEPTANCE.DECISION</b>			
5.1	Chief Executive Officer's Report for May 2021	Cynthia St. John	Decision
<b>6.0 NEW BUSINESS/OTHER</b>			
<b>7.0 CLOSED SESSION</b>			
<b>8.0 RISING AND REPORTING OF THE CLOSED SESSION</b>			
<b>9.0 FUTURE MEETINGS &amp; EVENTS</b>			
	Thursday, August 19 <sup>th</sup> , 2021		
<b>10.0 ADJOURNMENT</b>			



# CEO REPORT

Open Session

**MEETING DATE:** May 13, 2021

**SUBMITTED BY:** Cynthia St. John

**SUBMITTED TO:** ☐ Board of Health  
☐ Finance & Facilities Standing Committee  
☒ Governance Standing Committee  
☐ Transition Governance Committee

**PURPOSE:** ☒ Decision  
☒ Discussion  
☐ Receive and File

**AGENDA ITEM #** 5.1

**RESOLUTION #** 2021-GSC-0513-5.1

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## **1) Updated Committee Workplan (Receive and File):**

At the December 2020 board meeting, the board approved the 2021 workplan for this committee. After review of the workplan, it was identified that the annual review of policies and procedures was not included in the workplan in error. The attached workplan reflects the update and is required to be approved by the committee. As an aside, a review of the policies will be completed shortly and a report of its findings will be reported at the next Governance Committee meeting.

## **2) Self-Evaluations (Receive and File):**

As per Board policy [BOH-HR-020 Board of Health Self-Evaluation](#), the Board is required to have a self-evaluation process of its governance practices and outcomes. A Self-Evaluation is mandated to be completed at a minimum, every two years. The last evaluation was completed on August 7, 2019.

Attached is the existing approved Self-Evaluation tool. When disseminated, this evaluation will be put into an electronic format for the Board of Health to complete. A summary of the

tabulated results is then shared with the Board for discussion. The timing of this evaluation implementation is as per the policy.

### **3) Board of Health Competency Matrix (Receive & File):**

As per the terms of reference for the Governance Standing Committee, the Committee is to ensure there is a current inventory of Board member knowledge and skills related to Board functions.

In 2018, the Board of Health approved the attached Board of Health Competency Matrix Questionnaire which outlines several desired competencies under four main categories:

- Knowledge/Expertise
- Experience
- Personal Characteristics
- Other

The [questionnaire](#) was developed for the Board of Health to complete. The vision is that each Board Member would complete this tool to self-identify areas of strengths and levels of experience. This will help the Committee to identify what competencies it should seek with respect to Board vacancies. It could also assist the Board of Health with identifying areas for training. Following the GSC meeting, this tool will be disseminated to the Board of Health for completion by **May 31, 2021**. A copy of the tool has been attached to my report for reference. Once completed, a summary of competencies for the entire Board of Health will be shared with the Committee.

### **4) Recruitment of Public Appointments (Receive & File):**

As per Board policy [BOH-GOV-080](#) Order in Council (OIC) Provincial Representatives, the Governance Standing Committee and in particular, a member of the committee, is to reach out to current Provincial Appointees to determine if they wish to have their appointment to the board renewed. L. Rowden's term ends November 28, 2021 and D. Warden's term ends December 31, 2021.

L. Martin has reached out to Provincial Appointees, L. Rowden and D. Warden, and both have expressed a desire to remain on the Board for another term.

Provided the Committee agrees, C. St. John and A. Koning will work with the appointees to submit Reappointment Information Forms for submission to the Public Appointments Secretariat (PAS), as well as to the Public Appointments Unit of the Ministry of Health and Long-Term Care, Corporate Management Branch, as per policy. It is noted that as of December 3, 2020, the Ministry has moved to an online form.

## **5) eLearning for Public Appointees (Receive & File):**

On January 25, 2021, SWPH received correspondence from the Ministry of Health and Ministry of Long-Term Care that a new eLearning program for all public appointees has been launched.

The program takes approximately two to three hours to complete. The program provides appointees with foundational knowledge of the public health sector, their roles and responsibilities as public appointees, including fiduciary duties and acting in an ethical way. We were pleased to see this program launched as it aligns with the Board of Health's commitment to continuous learning.

The public appointees for Boards of Health received the training modules the week of April 12, 2021 and were invited to complete the training.

### **MOTION: (2021-GSC-0513-5.1)**

That the Governance Standing Committee for Southwestern Public Health accept the Chief Executive Officer's report for May 13, 2021.

# Governance Standing Committee

## Workplan - DRAFT

Quarter	Period	Meeting Date	Deliverables
1	January 1 – March 31	February 18, 2021	<ul style="list-style-type: none"> <li>Moved all deliverables from February to May given the cancellation of the February meeting.</li> </ul>
2	April 1 – June 30	May 20, 2021	<ul style="list-style-type: none"> <li>Review and recommend to the Board the acceptance of the previous year's risk register with mitigation performance</li> <li>Review Committee and Board meeting evaluations</li> <li>Review biennial Board Member Self Evaluation results and recommend Board acceptance of report</li> <li>Review and recommend Provincial Appointees to the BOH</li> <li>Review Committee and Board meeting evaluations</li> <li>Review current inventory of Board member knowledge and skills related to Board Functions.</li> <li>Board of Health - Policy and Procedure Annual Review</li> </ul>
3	July 1 – September 30	August 19, 2021	<ul style="list-style-type: none"> <li>Review Committee and Board meeting evaluations.</li> <li>Review and recommend to the Board a risk register outlining risks and mitigation strategies for the coming year.</li> </ul>
4	October 1 – December 31	November 18, 2021	<ul style="list-style-type: none"> <li>Review the orientation plan for new Board members and continuing education program plan for existing board members which includes a framework for what and how information is shared with the Board.</li> <li>Review Committee and Board meeting evaluations.</li> <li>Review and approval of workplan for the Governance Standing Committee and the Board of Health.</li> </ul>



# Board of Health- Self Evaluation Survey

Welcome to the Board of Health Self-Evaluation Survey. In consideration of the significant investment of time and energy required by the Board of Health, the Ministry of Health and Long- Term Care has mandated that health units implement a process for evaluating board operations. BOH-HR-020 Policy, Board of Health Self-Evaluation was developed to support this organizational standard.

This self-assessment survey aims to determine whether Board members feel that goals, objectives and deliverables are being met and to identify any potential areas for development in advance.

The survey should take about 10-15 minutes to complete.

The self-assessment is made up of five sections:

Section 1 -Roles and Responsibilities

Section 2 -Information Sharing

Section 3 -Board Relations

Section 4 -Planning Documents

Section 5 -Personal Competencies.

There is an open-ended comment field in each section as an opportunity to provide additional detailed feedback on performance successes and suggested improvements in each area.

The results from the survey will be kept confidential. All results will be summarized in a brief summary report which will not contain information that could identify an individual.

## Section 1: BOH Roles and Responsibilities

Do you agree or disagree with the following statements?

	Agree	Neutral	Disagree
<b>1. As a BOH member, I have a clear understanding of the ROLE of the BOH at Southwestern Public Health.</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<b>2. As a BOH member, I have a clear understanding of the RESPONSIBILITIES of the BOH at Southwestern Public Health.</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>3. As a BOH member, I have a clear understanding of the role of the executive leadership team (CEO and MOH) in the Health Unit.</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Do you agree or disagree with the following statements?

	Agree	Neutral	Disagree
<b>4. The BOH focuses primarily on long-term issues and policy issues.</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>5. The BOH steers clear of lengthy discussions of short-term administrative matters.</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>6. The BOH receives adequate information to approve financial information.</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>7. The BOH receives adequate information on the Health Unit's compliance with applicable legislation.</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>8. The BOH is adequately prepared to oversee an emergency situation.</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. What suggestions do you have to help clarify the roles and responsibilities of BOH members?

## Section 2: BOH Information Sharing

Do you agree or disagree with the following statements?

	Agree	Neutral	Disagree
<b>10. I believe the staff presentations at BOH meetings are helpful in fulfilling my role.</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>11. I believe the Program and Service Reports to the BOH is helpful in fulfilling my role.</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>12. I believe the Medical Officer of Health Report to the BOH is helpful in fulfilling my role.</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>13. I believe the Chief Executive Officer's report to the BOH is helpful in fulfilling my role.</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

14. What suggestions do you have, if any, to improve information sharing with the Board of Health?

### Section 3: Board Relations

Do you agree or disagree with the following statements?

	Agree	Neutral	Disagree
15. I feel that the BOH works well as a team.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
16. There is sufficient time allocated for the full discussion of issues at the BOH meetings.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. BOH members have adequate opportunities to ask questions at BOH meetings.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. I feel comfortable raising an issue that might be unpopular.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19. A climate of mutual trust and respect exists between the BOH and the Medical Officer of Health.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. A climate of mutual trust and respect exists between the BOH and the CEO.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21. A climate of mutual trust and respect exists between the BOH and the Senior Leadership Team (Program and Service Directors).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22. BOH members assist in developing and maintaining positive relations with key Public Health stakeholders.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

23. Are there any areas for improvement in BOH relations?

24. Are there particular strengths that should be noted in the area of BOH relations?

### Section 4: Planning Documents

Do you agree or disagree with the following statements?

	Agree	Neutral	Disagree
25. I am familiar with the Health Unit's Annual Report.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
26. I am familiar with the Health Unit's Balanced Scorecard.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
27. I am familiar with the Health Unit's Accountability Agreement with the Ministry of Health and Long-Term Care (MOHLTC).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

28. Do you have any suggestions for improving BOH work related to planning?



## Section 5: Board of Health Member Personal Competencies

Do you agree or disagree with the following statements?

	Agree	Neutral	Disagree
29. I have an understanding of the skills that I bring to the BOH.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
30. I believe that I am contributing to the effectiveness of the BOH.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
31. I feel comfortable asking questions when I don't fully understand an issue.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
32. I identify and communicate my individual training needs for my role as a BOH member.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
33. I typically arrive at meetings on time and I am prepared to participate fully (to discuss, debate and make decisions).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
34. I am able to accept differences of views and opinions between BOH members.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
35. I am confident in my ability to express myself and represent my views to other Board members during discussions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Do you agree or disagree with the following statements?

	Agree	Neutral	Disagree
36. I believe I represent the public's interest as it relates to Public Health.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
37. I am familiar with the Health Protection and Promotion Act (HPPA) and bylaws of the organization.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
38. I am familiar with the Board of Health Bylaws and Policies/Procedures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
39. I am aware of the powers, limitations, and restrictions that I have as a Board member.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
40. I am able to interpret, analyze, and access any board information I need.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
41. I understand the role of data, measurement and evaluation in the work of the Health Unit.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
42. I enjoy being on the BOH.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
43. I feel that I have the opportunity and the skills to contribute to the success of the organization.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

44. What are some of your learning needs?

	Choice 1	Choice 2	Choice 3

<b>Please list 1-3 topics or areas in which you would like more information, training or development opportunities to help you in your role as a member of the Board of Health.</b>			
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45. Do you have any other comments or suggestions that will help the BOH increase its effectiveness?

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Thank you for your time in completing this survey!



Governance Standing Committee  
**Terms of Reference**

**Membership:**

Chair or Vice-Chair, Board of Health  
Board Member  
Board Member  
Board Member  
Board Member  
Chief Executive Officer, non-voting ex-officio  
Invited Directors, as deemed necessary, non-voting

**Purpose:**

1. Act in an advisory capacity to the Board of Health (BOH) on matters related to good governance.
2. Ensure that the Board of Health fulfils its legal, ethical and functional responsibilities through adequate governance policy development, board member recruitment strategies, board training programs, monitoring board activities and evaluation of board members' participation.
3. Oversee the nomination process for Order in Council appointments.

**Duties and Responsibilities:**

- Review the number of members on the BOH and recommend changes as needed,
- Review the orientation plan for new board members and continuing education program plan for existing board members which includes a framework for what and how information is shared with the BOH,
- Oversee and advise on the selection of Board members for its standing Committees,
- Oversee the process for recruiting and recommending public appointees to the Public Appointment Secretariat,
- Ensure there is a current inventory of Board member knowledge and skills related to Board functions,
- Review and recommend revisions, where necessary, to Board of Health by-laws, policies and procedures,
- Advise the Board or a standing Committee of the Board of all corporate governance issues that the Committee determines ought to be considered by the Board or Committee,
- Ensure there is a process for assessing the effectiveness of the Board and its Committees,
- Identify opportunities for the Board to participate in collaborative governance opportunities within the community that will promote and protect the health of the population, and

- Review and recommend to the BOH a risk management framework of the Health Unit which includes but is not limited to human resource succession planning, information technology risk, surge capacity planning, operational risks and legal issues.
- Conduct a performance review for the CEO and MOH every two years and present findings to the Board of Health for final approval.

### **Meetings:**

Approximately three to four meetings will be held annually, with additional meetings at the call of the Chair. Meetings of this committee will be held at the East site and West site.

### **Specific Roles and Responsibilities:**

1. Chair (Board Chair):
  - a. Chair meeting in accordance with current procedural Bylaw No. 1 Conduct of the Affairs,
  - b. Guide the meeting according to the agenda and time available,
  - c. Provide an opportunity for all members of the Committee to participate in the discussion,
  - d. Ensure adherence to the Terms of Reference, and
  - e. Review and approve the draft minutes before distribution to the Committee members.
2. Committee Members:
  - a. Prepare for each meeting by thoroughly reading all pre-circulated reports in advance of the meetings,
  - b. Attend and actively participate in the discussion and business of the Committee, and
  - c. Speak as a collective (with one voice) following Committee decisions on matters.
3. Chief Executive Officer:
  - a. Update Governance Standing Committee of any relevant concerns or issues as they arise,
  - b. Provide written reports regarding strategic deliverables to the Committee in advance of each meeting, and
  - c. Draft written Committee updates regarding achievements to Board of Health as directed.
4. Recorder of the Meeting:
  - a. Schedule meetings as needed,
  - b. Book room for meetings,
  - c. Request agenda items in advance of the meeting,
  - d. Post agenda and committee packages to the portal at least 3 days prior to the meeting, and
  - e. Record minutes.

### **Terms of Office:**

If possible, members shall serve a minimum of two years to provide continuity within the

Committee. The term of office for a member may be extended with the approval of the Board of Health.

**Minutes:**

Minutes of the Committee shall be taken by the Executive Assistant, approved by the Chair, signed by the Chair, and posted to the portal within two weeks following the meeting.

**Quorum:**

A quorum of members must be present either in person or via electronic means, before a meeting can proceed. Quorum shall be a simple majority of the members of the Committee.

A scheduled meeting will be cancelled if the Chair is unable to confirm that a quorum of members can attend. This decision will be based on the members' replies to the meeting invitation.

**Decision Making:**

The Committee will endeavour to reach consensus related to its governance decisions and recommendations and in accordance with OESTHU Bylaw No. 1 - Conduct of the Affairs.

**Accountability:**

This Committee reports and makes recommendations to the Board of Health and/or the Chief Executive Officer.

**Confidentiality:**

Each member of the Committee has a duty to keep confidential any information which the Committee has identified as such or at the request of the Board of Health.

**Date adopted:**

Tentatively: April 5, 2018 by Transition Governance Committee  
May 1, 2018 by OESTHU Board of Health

## Board of Directors' Competency Matrix (2021)

### Introduction

This board member competency matrix is intended to assist the board of health to select (or nominate) new board members to fill skills and experience gaps in the board and to inform a board education and development plan. It draws upon several governance reports and lists competencies in two categories. You will notice some similar areas in the two categories but they should be differentiated as follows:

- Knowledge and expertise - this is knowledge in a category
- Experience - this is actual experience within a category

This short survey asks you to self-assess your experience and your knowledge against these key criteria for a optimal board. Please note that the objective is to create a map of the total strengths and areas that need focused development. This will not be used as a personal assessment of your own knowledge, expertise and experience. Identified gaps will be assessed and will inform a board development plan as well as inform the selection/nomination of new members.

Please read each category and definition and assess yourself based on the following scale (this is not the time to be modest!):

<b>None</b>	I have no knowledge, expertise or experience in this category.
<b>Limited</b>	I have limited or basic knowledge, expertise or experience within this category.
<b>Moderate</b>	I have a moderate amount of knowledge, expertise or experience within this category.
<b>Significant</b>	I have significant knowledge, expertise or experience within this category

## Knowledge/Expertise

	None	Limited	Moderate	Significant
Governance - Demonstrated knowledge/expertise of public sector governance principles and practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial Literacy - Financial literacy is the ability to understand conceptually the financial position of the organization as presented in its financial statements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health System Funding, Administration - Understanding of the principles and process of funding for health services and the administration of funding relationships.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality and Safety - Demonstrated knowledge/expertise in monitoring/evaluating quality and safety initiatives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strategic Planning - Demonstrated ability to think critically about systemic issues and the role of the organization in the Ontario and Canadian health systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Systems Thinking - Understands the reasons for ongoing organizational and system behaviour, and the underlying problems, opportunities or political forces affecting the organization and the health system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Government Relations - Understanding of the workings of government and ability to access government officials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enterprise Risk Management - Demonstrated ability to think critically about operational and governance issues to ensure the effective management of potential opportunities and adverse effects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Policy - Knowledge of how public policy is developed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human Resources Strategy - Knowledge/expertise in planning and implementing human resource strategies in a health service setting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advocacy - Knowledge/expertise in communicating a position to the intended audience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational Transformation - Knowledgeable about the principles of change management, business transformation, mergers and partnerships.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Experience

	None	Limited	Moderate	Significant
Financial Experience - Financial experience, including accreditation as a financial professional (e.g. CA, CMA, CGA, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Government Relations - Experience with the workings of government and accessing government officials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Human Resources Strategy - Experience in planning and implementing human resource strategies in a health service setting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Direct Experience (recent or present) in health service delivery - Hands on experience in delivery of health services.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Experience (recent or present) in the health services system in Southwestern Ontario - Experience at the governance, management or front-line service levels in Southwestern Ontario.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Experience (recent or present) of academic health services - Experience in research, teaching or other academic activity related to public health.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Experience (recent or present) of services that partnered with public health - e.g. Governance, management or front-line experience in public health or other primary care or community care or other human service sectors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational and system transformation - Experience with business transformation, change management, mergers, partnerships, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**In the box below please list any specific areas that you feel are your strengths from the categories above (which will allow us to leverage you for mentoring others and/or supporting which committees you may best support):**

**In the box below please list any specific areas that you would like to see focused development on for yourself and the board in general (and/or to consider in the recruitment/nomination of new members):**



**From:** Da Silva, Lolly (MOH)  
**Cc:** Hackney, Christy (MOH); Samo, Ervin (MOH); Dhalla, Rosemin (MOH); Burke, Unice (MOH)  
**Subject:** New Digital Reappointment Information Form for Public Appointees  
**Date:** December 3, 2020 8:25:48 PM

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Good evening Health Unit Medical Officers of Health, CEOs and Staff,

Hope you are keeping well. This email is to inform you that the Public Appointments Secretariat (PAS) now has a digital reappointment information form that replaces the PDF reappointment information form that provincially appointed public appointees were asked to fill out prior to being reappointed. The digital reappointment form will be available for appointees when they are six months from the end of their current appointment.

You may continue following up with your public member appointees to determine if they are interested in being reappointed. Once confirmed, please send us names of the appointees that the Health Unit Board recommends along with their email addresses and recommendation letters for Minister's consideration four months before the expiration of the appointment.

Upon receiving your email, we will initiate an automated email from the Public Appointments Secretariat's database to be sent out, asking them to confirm their interest in being reappointed. Once they confirm the reappointment opportunity, a digital reappointment form will open for them in their browser window. This form will have pre-populated information for them.

They will need to identify if there have been any changes to their original Personal Disclosure and Conflict of Interest form and their existing bio. If they click yes, they will be able to record new information in the form. Once they update their information and click Confirm Interest, it will be available in the PAS system and we will be able to access it.

Also, for your information, Christy Hackney is the Manager for Public Appointments, Agency Coordination & Corporate Initiatives Unit and can be reached at [Christy.Hackney@ontario.ca](mailto:Christy.Hackney@ontario.ca)

Happy to answer any questions that you may have. You can reach any one of us at [Lolly.daSilva@ontario.ca](mailto:Lolly.daSilva@ontario.ca) or [Ervin.Samo@ontario.ca](mailto:Ervin.Samo@ontario.ca) or [Rosemin.Dhalla@ontario.ca](mailto:Rosemin.Dhalla@ontario.ca)

Thank you,  
Lolly

Lolly da Silva | Senior Program Consultant, Public Appointments, Agency Coordination & Corporate Initiatives Unit, Corporate Management Branch  
Ministry of Health | Ministry of Long-Term Care | 56 Wellesley Street West, 2nd Floor, Toronto ON M5S 2S3  
T: 647.883.8001 | E: [lolly.dasilva@ontario.ca](mailto:lolly.dasilva@ontario.ca)

January 25, 2021

**Memorandum To:** Provincial Agencies and Health and Long-Term Care Entities

**From:** Peter Kaftarian  
Assistant Deputy Minister and Chief Administrative Officer

**Subject:** New eLearning for Public Appointees

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I am pleased to inform you that the government has launched a new eLearning program for all public appointees which will be administered by the Public Appointments Secretariat (PAS).

This program will take approximately two to three hours to complete and will work across different digital platforms and devices. It will provide appointees with foundational knowledge on the agency sector, their roles and responsibilities as public appointees including their fiduciary duties and acting in an ethical way.

To ensure that the eLearning meets the needs of users, appointees will be surveyed to assess its impact and identify needs for future updates.

PAS will send emails to appointees with instructions on how to access the training between now and April 2021. Appointees will be able to easily access the eLearning through their PAS user accounts and will be asked to complete the eLearning within 30 days of receiving the initial link.

All current and future public appointees will be expected to complete this new eLearning regardless if they have received similar training when they were first appointed years ago. Appointees will also be required to do this eLearning once every five years.

Please note that in keeping with the practices of public appointee training that PAS has offered in the past and since there is an element of public service in all appointments, appointees will not be entitled to receive remuneration to complete this mandatory training.

Please feel free to provide the public appointees on your Board / Council a heads up that they should expect to receive a link to this eLearning in the coming weeks / months.

If you have any questions, please contact Christy Hackney, Manager, Corporate Management Branch at [Christy.Hackney@ontario.ca](mailto:Christy.Hackney@ontario.ca) or (416) 704-9537.

Sincerely,

A handwritten signature in black ink, appearing to read 'P. Kaftarian', with a horizontal line extending from the end.

Peter Kaftarian

c: Ministry Program Area Contacts  
John Amodeo, Director, Corporate Management Branch  
Christy Hackney, Manager, Corporate Management Branch