



Governance Standing Committee Meeting
MS Teams Electronic Participation
Thursday, August 19, 2021
9:00 a.m.

AGENDA			
Item	Agenda Item	Lead	Expected Outcome
1.0 COVENING THE MEETING			
1.1	Call to Order, Recognition of Quorum <ul style="list-style-type: none"> Introduction of Guests, Board of Health Members and Staff 	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	
2.0 APPROVAL OF MINUTES			
2.1	Approval of Minutes from May 13, 2021	Larry Martin	Decision
3.0 APPROVAL OF CONSENT AGENDA ITEMS			
	None.		
4.0 CORRESPONDENCE RECEIVED REQUIRING ACTION			
	None.		
5.0 AGENDA ITEMS FOR INFORMATION.DISCUSSION.ACCEPTANCE.DECISION			
5.1	Chief Executive Officer's Report for August 19, 2021	Cynthia St. John	Decision
6.0 NEW BUSINESS/OTHER			
7.0 CLOSED SESSION			
8.0 RISING AND REPORTING OF THE CLOSED SESSION			
9.0 FUTURE MEETINGS & EVENTS			
	Thursday, November 18 th , 2021		
10.0 ADJOURNMENT			



May 13, 2021

Governance Standing Committee Meeting

Minutes

A meeting of the Board of Health Governance Standing Committee for Oxford Elgin St. Thomas Health Unit was held on Thursday, May 13, 2021 via MS Teams commencing at 9:06 a.m.

PRESENT:

Ms. L. Baldwin-Sands	Board Member
Mr. T. Comiskey	Board Member
Mr. G. Jones	Board Member
Mr. L. Martin	Board Member (Chair)
Mr. L. Rowden	Board Member
Ms. C. St. John	Chief Executive Officer
Ms. A. Koning	Executive Assistant

1.1 CALL TO ORDER, RECOGNITION OF QUORUM

1.2 AGENDA:

Resolution # (2021-GSC-0513-1.2)

Moved by L. Baldwin-Sands

Seconded by G. Jones

That the May 13, 2021 agenda be approved as amended.

Carried.

L. Baldwin-Sands requested that the acknowledgement of all SWPH nurses during National Nurses week be added to the agenda.

1.3 Reminder to disclose Pecuniary Interest and the General Nature Thereof when Item Arises.

1.4 Reminder that Meetings are Recorded for minute taking purposes.

2.1 APPROVAL OF MINUTES

Resolution # (2021-GSC-0513-2.1)

Moved by L. Baldwin-Sands

Seconded by G. Jones

That the minutes from the Southwestern Public Health Governance Standing Committee meeting held December 17, 2020 be approved.

Carried.

3.0 CONSENT AGENDA:

None.

4.0 CORRESPONDENCE RECEIVED REQUIRING ACTION:

None.

5.0 AGENDA ITEMS FOR INFORMATION.DISCUSSION.DECISION:

C. St. John reviewed her report.

It was noted that the eLearning program for Public Appointees to Boards of Health was a good learning tool for new appointees. L. Rowden noted that he appreciated the opportunity to participate in this series and found it helpful. C. St. John noted that she would inquire with the Public Appointment Secretariat if the program could be made available to all members of the Board.

It was noted that C. St. John will help facilitate the re-appointment applications of L. Rowden and D. Warden as Public Appointees. C. St. John confirmed that she would request an extension of the public appointee term of two-years, in hopes of providing stability on the Board.

The committee discussed the need for continuity on the Board and subsequent Committees given the upcoming municipal elections in 2022. It was noted that the continuation of L. Rowden and D. Warden on the Board of Health will be valuable as we are unaware of what changes may happen to municipal representatives. It was noted that the Competency Matrix that is being sent out to the Board after the meeting will identify strengths and gaps on the Board. It was noted that completing this Matrix again in the spring of 2022 would be helpful. Subsequently, SWPH could contact the obligated municipalities to communicate those identified strengths and gaps and also request for as much continuity as possible for our Board of Health membership.

The committee discussed the opportunity to review Board of Health membership structure and Committee structure. C. St. John noted that prior to the merger, she brought forward the opportunity to have community representation on the board. She noted that she will bring forward further information regarding this proposal to the next committee meeting for further

discussion and brainstorming. T. Comiskey and G. Jones noted that this would be helpful to ensure consistency and mitigate the risk of a significant turn over of members at any given time, especially during an election year.

C. St. John noted that currently the SWPH board has eight municipal representatives, and SWPH can have up to one less, provincial appointees. She noted that there is no limit on community representatives.

Resolution # (2021-GSC-0513-5.1)

Moved by T. Comiskey

Seconded by L. Rowden

That the Governance Standing Committee accept the Chief Executive Officer's Report for May 13, 2021.

Carried.

6.0 NEW BUSINESS/OTHER

L. Baldwin-Sands noted that she wanted to acknowledge the tremendous efforts of our nurses as it is National Nurses Week.

C. St. John noted that SWPH developed a video that was shared internally and externally recognizing the efforts of SWPH nurses. She noted that she and Dr. Lock were honoured to be a part of the video and will share the link to the video with the Board members, so they are able to see it and share it on their social media platforms.

7.0 CLOSED SESSION

Resolution # (2021-GSC-0513-7.0)

Moved by G. Jones

Seconded by T. Comiskey

That the Board of Health moves to closed session in order to consider one or more the following as outlined in the Ontario Municipal Act:

- (a) the security of the property of the municipality or local board;
- (b) personal matters about an identifiable individual, including municipal or local board employees;
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- (d) labour relations or employee negotiations;
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- (h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;

- (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26.

Other Criteria:

- (a) a request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, board, commission or other body is the head of an institution for the purposes of that Act; or
- (b) an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13 (1) of this Act, or the investigator referred to in subsection 239.2 (1). 2014, c. 13, Sched. 9, s. 22.

Carried.

8.0 RISING AND REPORTING OF THE CLOSED SESSION

L. Baldwin-Sands departed the meeting at 10:01 a.m. during closed session.

Resolution # (2021-GSC-0513-8.0)

Moved by G. Jones

Seconded by T. Comiskey

That the Governance Standing Committee rise with a report.

Carried.

Resolution # (2021-GSC-0513-C3.1)

Moved by L. Rowden

Seconded by T. Comiskey

That the Governance Standing Committee accept the Chief Executive Officer's Report for May 13, 2021.

Carried.

9.0 FUTURE MEETINGS & EVENTS

The next committee meeting is scheduled for August 19, 2021.

10.0 ADJOURNMENT:

Resolution # (2021-GSC-0513-10)

Moved by G. Jones

Seconded by L. Rowden

That the meeting adjourns at 10:06 a.m.

Carried.

Confirmed: _____



CEO REPORT

Open Session

MEETING DATE: August 19, 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-0819-5.1

1) Self Evaluations (Receive & File):

As discussed at the Governance Standing Committee meeting in May, the Board of Health was asked to complete a self-evaluation of its governance practices and outcomes.

It is recommended that the committee direct staff to resend the self evaluation as only two members of the board participated in the self-evaluation. The deadline for completion of this survey will be conveyed to the board again, as well as the importance of completing, as per policy BOH-HR-020 Board of Health Self-Evaluation. The Board will be informed that if they already completed this (two people had), they don't need to resubmit.

The committee will review the results at the next committee meeting.

2) Board of Health Competency Matrix Results (Receive & File):

As discussed at the Governance Standing Committee meeting in May, the Board of Health was asked to complete the Board of Health Competency Matrix.

The Competency Matrix Questionnaire outlines several desired competencies under four main categories:

- Knowledge/Expertise
- Experience
- Personal Characteristics
- Other

Below is a summary of the results.

Knowledge/Expertise

Overall, there is significant knowledge and expertise in the understanding of public sector governance, financial literacy, quality and safety, strategic planning, and government relations. Areas of expertise that are lacking are within the implementation and planning of human resources strategies, systems thinking and organizational transformation.

Experience

It is evident that there is limited experience in public health, health services and front-line community care.

Personal Characteristics

Board members advised that they possess strengths in financial analysis, training, and governance.

Other

It was noted that involvement in understanding the development of budgets and implications of evolving public health budgets, would be an asset. Also, one member noted further development on unconscious bias would be beneficial.

2) Recruitment of Public Appointments (Decision & Discussion):

In follow-up to our discussions at the May Governance Committee meeting related to Board of Health membership, we would like to recommend that SWPH canvass appropriate candidates to apply for provincial membership on the board.

As per the Health Protection and Promotion Act, the number of provincial appointees is one less than that of municipal appointees. SWPH can have up to seven provincial appointees, given our municipal appointees total eight. Currently, SWPH has two provincial appointees.

This recommendation is based on the Committee and Board's previous conversations regarding the need to maintain a strong board complement given a potentially significant turnover in Board membership with the upcoming municipal elections in 2022.

Provincial appointments are the prerogative of the Minister and made by the provincial government. Under the direction of this Committee, SWPH would canvass appropriate candidates ensuring that they would be considered based on competencies that would compliment the existing board membership and fill abilities and experience that are needed. The Board would send a letter of support/recommendation for the potential candidates. This would help the Minister's Office in their review and consideration of potential candidates.

It is my recommendation that the Committee recommend to the Board that SWPH move forward with the canvassing of community members that would be appropriate candidates as provincial appointees of the board.

MOTION: (2021-GSC-0819-5.1)

That the Governance Standing Committee for Southwestern Public Health accept the Chief Executive Officer's report for August 19, 2021.