



Governance Standing Committee Meeting
 1230 Talbot St., St. Thomas, ON or
 MS Teams Electronic Participation
 Wednesday, June 15th, 2022
 10:00 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 January 27, 2022	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 June 15, 2022	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, August 18, 2022		
10.0 ADJOURNMENT			



January 27, 2022

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, January 27, 2022 via MS Teams commencing at 11:04 a.m.

PRESENT:

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

REGRETS:

Ms. L. Baldwin-Sands	Board Member
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1.1 CALL TO ORDER, RECOGNITION OF QUORUM

1.2 AGENDA:

Resolution # (2022-GSC-0127-1.2)

Moved by T. Comiskey

Seconded by G. Jones

That the January 27, 2022 agenda be approved.

Carried.

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 # (2022-GSC-0127-2.1)

Moved by L. Rowden

Seconded by T. Comiskey

That the minutes from the Southwestern Public Health Governance Standing Committee meeting held August 19, 2021 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 noted that the Committee is not required to meet a certain number of meetings per year. It is suggested that the Committee meet quarterly to ensure the Committee's tasks are completed throughout the year.

It was noted that the C. St. John and A. Koning will review the results of the Self-Evaluation from September 2021 and ensure these were shared with the Committee and/or the Board.

C. St. John reviewed the suggested amendments of the Terms of Reference. She noted that she has suggested similar amendments to the Finance and Facilities Standing Committee Terms of Reference for their consideration and approval at their next Committee meeting.

L. Martin suggested that the definition of quorum be updated to reflect the following change: "50% + 1 of the committee members appointed". C. St. John advised that she would update the Terms of Reference as noted.

Resolution # (2022-GSC-0127-5.1)

Moved by T. Comiskey

Seconded by G. Jones

That the Governance Standing Committee accept the Chief Executive Officer's Report for January 27, 2022.

Carried.

6.0 NEW BUSINESS/OTHER

7.0 CLOSED SESSION

Resolution # (2022-GSC-0127-7.0)

Moved by L. Rowden

Seconded by T. Comiskey

That the Governance Standing Committee 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

Resolution # (2022-GSC-0127-8.0)

Moved by T. Comiskey

Seconded by G. Jones

That the Governance Standing Committee rise with a report.

Carried.

Resolution # (2022-GSC-0127-C3.1A)

Moved by T. Comiskey
Seconded by L. Rowden

That the Committee recommend approval of the updated 2021 risk register, as presented, to the Board of Health.

Carried.

Resolution # (2022-GSC-0127-C3.1B)

Moved by G. Jones
Seconded by T. Comiskey

That the Committee recommend approval of the 2022 risk register, as presented, to the Board of Health.

Carried.

Resolution # (2022-GSC-0127-C3.1)

Moved by G. Jones
Seconded by L. Rowden

That the Governance Standing Committee accept the Chief Executive Officer's Report for January 27, 2022.

Carried.

9.0 FUTURE MEETINGS & EVENTS

The next committee meeting is scheduled for May 19, 2022.

10.0 ADJOURNMENT:

Resolution # (2022-GSC-0127-10)

Moved by T. Comiskey
Seconded by G. Jones

That the meeting adjourns at 12:07 p.m.

Carried.

Confirmed: _____



CEO REPORT

Open Session

MEETING DATE: June 15, 2022

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 # 2022-GSC-0615-5.1

1. Board of Health By-Laws and Board of Health Policies (Decision):

Our Covid-19 emergency response called for a postponement of the biennial review of Board policies and bylaws. I am pleased to report that I have recently completed a full review of these policies and the bylaws.

Below is a list of policies that, in my opinion, require amendments. Sometimes, the amendments are just wordsmithing and other times, not. The actual policies showing the changes are attached.

Policy Section	Policy #/Name	General Changes
General Governance	BOH-GOV-040 Audio Recording of Board of Health Meetings	Minor housekeeping changes.
	BOH-GOV-060 Terms for Election of Officers	Minor changes – to align with Bylaw No.1
	BOH-GOV-070 Board Member Orientation	Minor housekeeping changes.

Policy Management	BOH-PM-010 Policy Adherence and Policy Development	Housekeeping changes and clarity of process.
Finance	BOH-FIN-030 Budgets	Housekeeping changes and clarity of wording.
	BOH-FIN-050 Board Member Allowable Expenses (Conferences/Workshops/Educational)	Housekeeping changes and clarity of wording.
Human Resources	BOH-HR-030 CEO and MOH Performance Appraisal	Housekeeping change to reflect current practice.
	BOH-HR-040 Delegation of Duties of MOH and CEO	Updated to reflect current practice.
	BOH-HR-050 In Memorial Acknowledgement	Updated costs to reflect inflation.
	BOH-HR-060 Covid-19 Immunization	Updated to reflect Board of Health discussion/decision concerning up-to-date vaccination for Board of Health members and changed to reflect current state.
Miscellaneous	BOH-MISC-010 Sewage System Building Code	Recommend deleting policy as it is no longer relevant.

MOTION: (2022-GSC-0615-5.1A)

That the Governance Standing Committee recommend to the Board of Health to approve the following updated policies and procedures as presented:

- BOH-GOV-040, BOH-GOV-060, BOH-GOV-070
- BOH-PM-010
- BOH-FIN-030
- BOH-HR-030, BOH-HR-040, BOH-HR-050, BOH-HR-060
- BOH-MISC-010

Below is a list of policies that, in my opinion, do not require any amendments. I have not attached these policies. They can be found on the Board portal for your reference.

Policy Section	Policy Number and Name
General Governance	BOH-GOV-010 Conflict of Interest
	BOH-GOV-020 Board Member Oath of Conduct and Confidentiality
	BOH-GOV-030 Delegation of Powers and Duties
	BOH-GOV-050 Accountability and Transparency
	BOH-GOV-080 Order in Council Provincial Representatives
Finance	BOH-FIN-010 Reserve Fund
	BOH-FIN-020 Board Members' Remuneration and Expenses

	BOH-FIN-040 Banking and Financing
Human Resources	BOH-HR-020 Board of Health Self Evaluation

Attached is Bylaw No. 1 that has several recommended amendments. I did not attach Bylaw 2.0 or Bylaw 3.0 as I have not suggested any changes with those two bylaws. Note that the bylaw changes for Bylaw 1.0 are housekeeping changes, clarity of practice, and updated language according to changes in an Act.

MOTION: (2022-GSC-0615-5.1B)

That the Governance Standing Committee recommend to the Board of Health to approve the updated By-laws 1.0 for Oxford Elgin St. Thomas Public Health as presented.

2. Review of Evaluation Tools (Decision):

As per the Committee workplan, the Committee is to review the Board of Health evaluations and suggest any amendments required. Below is a listing of evaluations. I have a few minor changes for the Committee to consider:

Board of Health Self-Evaluations

No suggested changes to this evaluation tool.

Quarterly Meeting Evaluations

Two suggested additions to reflect the new ways of meeting both in-person and virtually, as well as ensuring administrative processes are working.

Specifically adding:

- I was able to access the meeting packages with ease.
- I was able to participate in the meeting in my preferred method (in-person or virtually) with no limitations or challenges.

Board of Health Competency Matrix

No suggested changes to this evaluation tool.

MOTION: (2022-GSC-0615-5.1C)

That the Governance Standing Committee recommend to the Board of Health to approve the updated Board of Health Quarterly Meeting Evaluation tool as presented.

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

As discussed at the Governance Standing Committee meeting in January, 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 results summary of the board of health members' self-identified competencies.

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 have increased in knowledge since the last matrix was completed are planning of human resources strategies and systems thinking.

Experience

It is evident that for some, there continues to be limited experience in financial expertise, public health, health services and front-line community care.

Personal Characteristics

Board members advised that they possess strengths in governance and government relations, noting that their public health knowledge could be developed further.

Other

Suggestions of training and greater personal understanding of financial information, public health knowledge and operations would enhance their competencies. One member noted that there isn't really an opportunity to consider key attributes needed of members because the board has little ability to vet members given all are municipal appointees or provincial government appointees.

4. Board of Health Orientation/Training Sessions (Receive & File):

I am very pleased to advise that Board of Health Orientation and Training Sessions are restarting in September. Our hope for the sessions is to highlight program and service delivery, share successes and generate meaningful and thought-provoking dialogue with Board of Health members and staff. This will ideally contribute to continued Board of Health governance success.

With the Committee's approval, we would host the sessions 1.5 hours prior to the Board of Health meetings. Please see the proposed timeline below.

Time	Details
1:45pm – 2:45pm	Board of Health Orientation/Training Session
2:45pm – 3:00pm	Break
3:00pm – 5:00pm	Board of Health Meeting

MOTION: (2022-GSC-0615-5.1)

That the Governance Standing Committee for Southwestern Public Health accept the Chief Executive Officer's report for June 15, 2022.

SECTION:	Governance	APPROVED BY:	Board of Health
NUMBER:	BOH-GOV-040	REVISED:	<u>TBD</u>
DATE:	May 1, 2018		

Audio Recording of Board of Health Meetings

Purpose:

The purpose is to provide for an accurate and comprehensive record of Board of Health and Board of Health Standing, Ad Hoc, and Advisory Committee meetings.

Policy:

All meetings of the Board of Health and Board of Health Standing, Ad Hoc, and Advisory Committees will be audio recorded for the purposes of accuracy and completeness in developing official meeting minutes.

Procedure:

- 1) At the commencement of each meeting, the Chair shall notify those present, including members of the public that an audio recording of the meeting will be made for the duration of the meeting.
- 2) Audio recordings of meetings are securely kept ~~locked in~~by the Executive Assistant's office.
- 3) Once the minutes from a meeting are written and approved, the audio recording will be promptly erased.

SECTION:	Governance	APPROVED BY:	Board of Health
NUMBER:	BOH-GOV-060	REVISED:	TBD
DATE:	May 1, 2018		

Terms for Election of Officers

Purpose:

The purpose is to promote continuity by ensuring members elected to be chair or vice-chair may serve for two consecutive terms.

Policy:

In accordance with the Health Protection and Promotion Act Section 52, at the first meeting of the Board of Health in each year, the members shall elect one member to be chair and one to be vice-chair.

In accordance with By-Law No. 1#1, any member of the Board of Health may ~~be elected~~serve as an Officer of the Board in the position of chair or vice-chair, provided they are elected. The term for each Officer position shall be one year.

Incumbents may be re-elected for a total of two consecutive terms before a ~~one-year~~one-year break in the role served, before being re-elected for another term.

References: (including relevant legislation):

- Section 52, Health Protection and Promotion Act.
- By-Law No. #1 – Southwestern Public Health

SECTION:	Governance	APPROVED BY:	Board of Health
NUMBER:	BOH-GOV-070	REVISED:	<u>TBD</u>
DATE:	May 1, 2018		

Board Member Orientation

Purpose:

To ensure that all Board of Health members are aware of their roles and responsibilities and emerging issues to effectively discharge their duties as Board members.

Policy:

New Board members shall receive a formal orientation to their roles and responsibilities as Board members and Southwestern Public Health as an organization within three months of their appointment to the Board of Health.

Orientation is also an ongoing process and Board members are encouraged to identify individual needs for orientation outside of the formal process.

Procedure:

1. New Board Members will complete their formal orientation within three months of their appointment to the Board of Health.
2. Upon appointment, new members will be provided with access to the Southwestern Public Health Board portal and subsequent orientation documents.
3. An orientation session is conducted by the CEO and any other appropriate Health Unit staff. Every effort will be made to conduct the orientation session prior to the Board member's first Board of Health meeting.

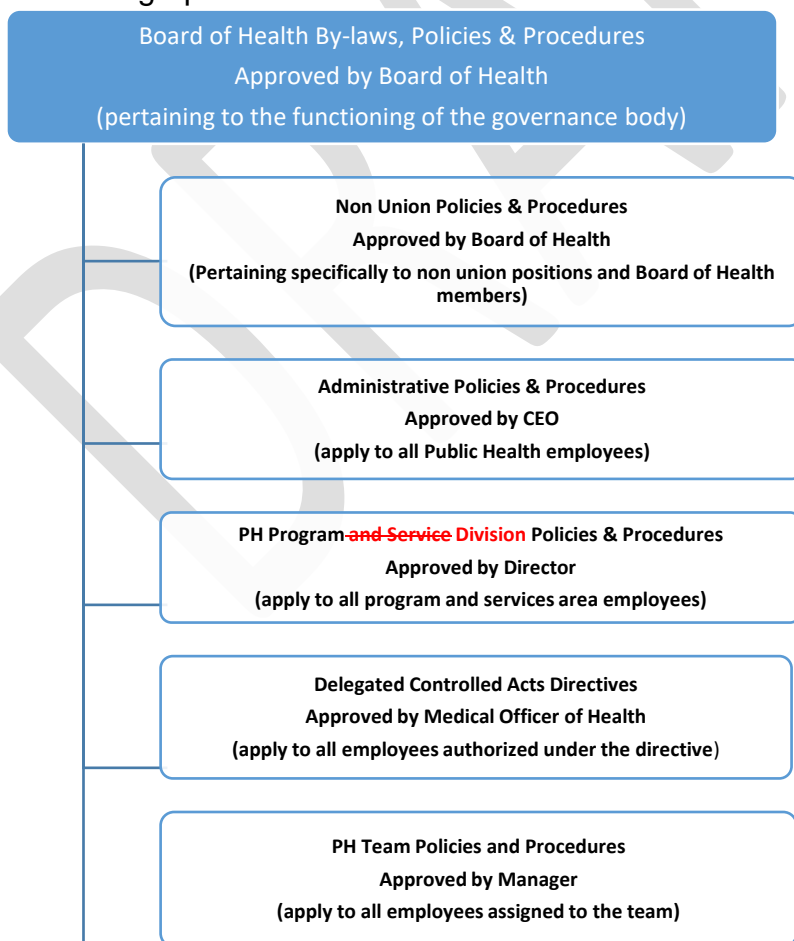
4. Orientation activities for all Board members shall occur on an on-going basis and shall include information on the following topics:
 - a. The agency's structure, vision, mission, and goals and objectives,
 - b. The agency's strategic plan, the planning process, its relationship to the operational plan, and performance monitoring,
 - c. Overview of the community's demographics,
 - d. The agency's operations, programs and services,
 - e. Current issues in the provincial public health system,
 - f. The provincial government structure and the funding streams of the applicable ministries and other funders,
 - g. The duties and responsibilities of board members, and
 - h. The fiduciary responsibilities in terms of trusteeship, due diligence, avoiding conflict of interest, maintaining confidentiality, strategic oversight, ethical and compliance oversight, stakeholder engagement, ~~–~~ risk management oversight, and succession planning.
5. Board Members are encouraged to attend orientation sessions with relevant provincial public health associations and other associations, when offered. Registration details are facilitated through the CEO and Executive Assistant.
6. Board Members should identify any further orientation needs related to specific health unit programs to the CEO for follow up.

SECTION:	Policy Management	APPROVED BY:	Board of Health
NUMBER:	BOH-PM-010	REVISED:	<u>TBD</u>
DATE:	May 1, 2018		

Policy Adherence and Policy Development

Policy:

Board of Health members, non-union and front-line employees are responsible for adhering to all applicable policies and procedures of the organization. In addition, each employee is responsible for adhering to their assigned program and services policies and procedures. See graphic below.



Board of Health and non union policies and procedures shall be reviewed biennially by the CEO or his/her designate to ensure applicability, and ~~and~~ the potential need for any amendments and/or additions. The biennial review does not negate the possibility of an amendment to an existing and/or creation of an additional policy prior to the scheduled review.

Procedure:

The Executive Assistant ~~that manages the policies and procedures~~ will track when policies are required to be reviewed.

The CEO will undertake a review of each policy according to the review schedule.

The CEO will bring forward to the Governance Committee, Board of Health any amendments and/or additions to Board of Health policies. The CEO will bring forward to the Board of Health, any amendments and/or additions to the ~~or~~ Non Union policies.

SECTION:	Financial	APPROVED BY:	Board of Health
NUMBER:	BOH-FIN-030	REVISED:	TBD
DATE:	May 1, 2018		

Budgets

Preamble:

Oxford Elgin St. Thomas Health Unit (OESTHU) has several different operating budgets for the various programs and services operated by Southwestern Public Health. Several budgets have different cycles (I.e. ending March 31, December 31). Some budgets are already determined by the funder (I.e. Ministry of Health ~~and Long Term Care~~), others have a pre-determined allocation only, and others have no pre-determined allocation and/or only general expectations.

Policy:

The Finance and Facilities Standing Committee will review and recommend approval to the Board of Health the annual operating budgets for the health unit as prepared by the CEO or his/her designate.

Budgets approved by the Board of Health are funded in accordance with Sections 72 and 76 of the Health Protection and Promotion Act.

The Chief Executive Officer shall:

- ensure that all annual operating budgets are prepared and presented to the Finance and Facilities Standing Committee in accordance with all Board and Ministries' guidelines;
- have over-all responsibility for the control of expenditures as authorized by Board and Ministry approvals of the individual annual operating budgets under the jurisdiction of the Board;
- have over-all responsibility for the approval of specific funded programs and services budgets of any amount up to \$100,000 noting any budgets in excess of \$100,000 must first require Board approval:-
- ensure the security of all funds, grants and monies received in the course of provision of service by the programs under the jurisdiction of the Board; and

- ensure that all reports are prepared and distributed to the appropriate bodies, in accordance with established Board and Ministry(ies) guidelines.

References (including relevant legislation):

- Sections 72 and 76 of the Health Protection and Promotion Act.

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SECTION:	Financial	APPROVED BY:	Board of Health
NUMBER:	BOH-FIN-050	REVISED:	TBD
DATE:	May 1, 2018		

Board Member Allowable Expenses (Conferences/Workshops/Educational)

Purpose:

The purpose is to provide Board members with the opportunity to participate in continuing education events relevant to their roles and responsibilities and to ensure there is reasonable compensation for such.

Policy:

Board members may attend conferences, workshops, training events and other educational sessions subject to the following guidelines:

- a) All Board members are encouraged to attend one conference annually related to public health.
- b) The number of delegates to other conferences, workshops, and courses shall be determined on a case by case basis by the Board.
- c) Each Board member may attend up to two conferences, workshops or courses per year, unless otherwise determined by the Board.
- d) Attendance at Conferences is subject to availability of the funds approved for Board conferences in each year's budget.
- e) Original itemized receipts (including date, place and cost) are required for meals, and other allowable expenses such as parking, taxis, bus in order to be eligible for reimbursement.
- f) Should a Board member's spouse/partner/guest accompany the Board member, the Board member will pay any additional costs (travel, registration, meals).
- g) Reimbursement for allowable expenses shall be in accordance with the rates established in non-union policies.

Authorization:

- ~~a) Attendance of Board members at conferences, workshops, training events and other educational sessions must be pre-approved by the Chair.~~
- ~~b) Attendance of Board Chair is approved by the Vice-Chair.~~

Procedure:

1) Request to Attend:

- a) The Board member will ~~complete~~ notify the Board of Health Chair of their interest in attending the conference, workshop, training events, or other educational sessions ~~requisition (conferences, workshops, training events and other educational sessions) and submit to the Board Chair for authorization.~~
- b) The ~~signed and approved~~ relevant forms and any other relevant documentation is forwarded to the CEO for processing by the Executive Assistant.
- c) Registration, accommodation and travel (train & plane) bookings will be made by the Executive Assistant.

2) Eligible Expenses

- a) Registration fees of the Board member attending conferences, workshops, training events and other educational sessions are eligible for reimbursement.
- b) Travel Expenses:
 - i) If Board member is travelling by Car:
 - Parking and mileage are reimbursed in accordance with non-union policy.
 - Any fines incurred related to parking or driving violations are the sole responsibility of the Board member.
 - ii) If Board member is travelling by Train:
 - Business class may be booked provided that government or non-profit rates are sought.
 - When traveling business class, the meal cost cannot be separately claimed, as a meal is included in the cost of a business class ticket.
 - iii) If Board member is travelling by plane:
 - Economy class may be booked by the Executive Assistant seeking the most economical rate available.
- c) Accommodation Expenses:
 - i) Accommodation for a single room on site or within reasonable distance is eligible for reimbursement. The number of nights is dependent on the location, travel arrangements and agenda (start/end times) and number of days the event is scheduled.
 - ii) Additional room charges for meals and parking are eligible for reimbursement up to the amounts stated in section (d). Charges for internet (WIFI) connection are eligible for reimbursement. The Board member is responsible for all other charges made to the room.
- d) Meals:

- i) The cost of meals may be covered when meals are not included as part of the conference registration and/or included in the meeting.
- ii) Reimbursement for meals expenses is up to the rates set out below including tips/gratuities (taxes included). Tips/gratuities should not exceed 15% of the meal before taxes
 - Up to \$20.00 is allowed for breakfast
 - Up to \$25.00 is allowed for lunch
 - Up to \$40.00 is allowed for dinner
- iii) Reimbursement of expenses must not include any alcoholic beverages.

3) Submission and Payment of Expenses:

- a) Upon return from the conferences, workshops, training events and-or other educational sessions:
 - i) The Board member will:
 - Complete the statement of Travelling Expenses Form
 - Attach all appropriate itemized receipts
 - Sign the form and forward the documentation to the CEO
 - ii) The CEO will:
 - Review the expense claim and sign
 - Forward the claim to Finance for processing
 - iii) Finance will:
 - Issue payment of the claim within 30 days of receipt of the claim.

SECTION:	Human Resources	APPROVED BY:	Board of Health
NUMBER:	BOH-HR-030	REVISED:	<u>TBD</u>
DATE:	May 1, 2018		

CEO & MOH Performance Appraisals

Purpose:

To ensure that regular performance appraisals are completed in a timely manner and in accordance with human resources best practices.

Policy:

The Board of Health will conduct performance appraisals with both the Chief Executive Officer (CEO) and the Medical Officer of Health (MOH) albeit separately, at least once every two years or more often as determined by the Board. For example, on an annual basis they may discuss with the Board performance goals related to short term strategic outcomes and accountability framework outputs.

Procedure:

1. Each review will be conducted by the Chair and Vice-Chair of the Board and the incumbent and in accordance with the non-union performance development process. A meeting to discuss the review results will be held with the Chair, Vice Chair, and incumbent. Following that meeting, the Board will be informed of the outcomes of said review and discuss accordingly.
2. Any employees including the incumbent and the Recording Secretary will leave the Board meeting for that Board discussion.
3. Following the Board discussion, the incumbent will be made aware of the final results of the review in writing and a copy of the review will be placed in the employee's personnel file.

SECTION:	Human Resources	APPROVED BY:	Board of Health
NUMBER:	BOH-HR-040	REVISED:	<u>TBD</u>
DATE:	May 1, 2018		

Delegation of Duties: CEO & MOH

Purpose:

To outline the delegation of duties requirements and responsibilities for the positions of CEO and MOH.

Policy:

The Board of Health recognizes that the duties of the Medical Officer of Health and the Chief Executive Officer are required to be carried out, even in the case of vacation and short leaves.

The Board of Health shall ensure that the Medical Officer of Health and Chief Executive Officer shall have coverage for his/her positions while away from the office on vacations and leaves. Such coverage is required when the Medical Officer of Health or Chief Executive Officer cannot be reached for consultation or to attend to a matter in person.

Procedure:

MOH Coverage:

The CEO and MOH will ensure that, in accordance with the Health Protection and Promotion Act, Southwestern Public Health enter into Mutual Aide Agreements between neighbouring public health units which include the provision of Acting Medical Officer of Health when the Medical Officer of Health is absent or unable to act and there is no Associate Medical Officer of Health appointed. Therefore, the parties agree that any party may request Acting Medical Officer of Health coverage from any of the other parties.

Further, in addition to the Mutual Aid Agreement established, Southwestern Public Health may also arrange for coverage from other neighbouring Medical Officers of Health from time to time.

CEO Coverage:

The CEO will arrange for coverage from available Directors within the organization. If required, remuneration for coverage will be paid to the person(s) acting in accordance with the non-union policy covering such.

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SECTION:	Human Resources	APPROVED BY:	Board of Health
NUMBER:	BOH-HR-050	REVISED:	<u>TBD</u>
DATE:	May 1, 2018		

In Memorial Acknowledgement

Purpose:

To acknowledge the death of an employee's family member.

Policy:

In the case of a death of an immediate family member (spouse/partner, mother, father, sister, brother, child, step-child) of an employee or Board of Health member, the Board of Health of Southwestern Public Health will acknowledge the death by making a donation to a charity in the amount of up to \$60.00 ~~up to \$100.00~~ or sending a floral arrangement or fruit basket to the employee.

In the case of a death of other family members of an employee or Board of Health member, the Board of Health will send a card.

Procedure:

- 1) In the case of an employee, the employee's supervisor will notify the Executive Assistant with the applicable details:
 - i) Name of the employee,
 - ii) Name of deceased family member.
 - iii) Relationship to employee, and
 - iv) Charity of Choice as per the obituary or employee's choice.
- 2) In the case of a Board of Health member, the Executive Assistant will take care of the arrangements as noted above.

SECTION:	Human Resources	APPROVED BY:	Board of Health
NUMBER:	BOH-HR-060	REVISED:	<u>TBD</u>
DATE:	October 7, 2021		

COVID-19 Board of Health Immunization Policy

PREAMBLE:

As a health system organization, Southwestern Public Health (“SWPH”) recognizes the importance of immunization of all individuals who work in the organization and support the delivery of or who directly deliver services to clients. SWPH is committed to improving the health system, to creating a healthier community, to championing a culture of quality and safety, and to supporting the health and well-being of our employees, students, and volunteers.

COVID-19 is an acute respiratory illness caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) virus. It is characterized by fever, cough, shortness of breath and several other symptoms. Asymptomatic infection and subsequent transmission have been documented. COVID-19 is primarily transmitted person to person through respiratory droplets.

SCOPE:

This policy applies to all members of the Board of Health for SWPH.

PURPOSE:

The purpose of this policy is to outline the parameters and expectations related to COVID-19 immunization, including the tracking of vaccinations received, the medical exemption process for those who have a medical contraindication to COVID-19 vaccines, and the steps required for those who decline vaccination (or decline to disclose their vaccination status) to ensure that SWPH provides and maintains a safe work environment.

In consultation with the SWPH's Medical Officer of Health, vaccination against COVID-19 is strongly recommended for the following reasons:

1. To achieve high rates of COVID-19 vaccination and herd immunity in order to:
 - a) Protect clients who interact with and receive services from employees and volunteers of SWPH,
 - b) Protect SWPH employees and volunteers,
 - c) Protect colleagues and family including those who may be at high risk for serious health effects related to COVID-19 illness, and
 - d) Minimize the risk of COVID-19 transmission among the workforce and protect SWPH's ability to provide its services to its clients and community.
2. To assist with determining and adjusting infection prevention and control practices and Personal Protective Equipment (PPE) needs.
3. To inform SWPH's continuity of operations plan and service delivery models. Knowledge of SWPH's vaccination rate will permit better decision making on resumption of programs and services.
4. To ensure that SWPH has a governing body that is ready and able to govern SWPH without interruption.

POLICY:

~~By October 31, 2021, a~~ All Board of Health members who are governed by this policy are required to have completed one of the following actions:

- 1) Be fully vaccinated including eligible up-to-date booster doses for COVID-19 and provide valid proof of vaccination to SWPH Human Resources:
 - ~~a. If the individual has only received the first dose of a multi-dose COVID-19 vaccination series approved by Health Canada, provide proof of this first dose.~~
 - ~~b. After the final dose in a series is received, within two (2) business days, provide valid proof of administration of the final dose.~~

OR

- 2) Provide acceptable written proof of medical exemption from their physician or nurse practitioner to SWPH's Human Resources office that indicates:
 - a. That the person cannot be vaccinated against COVID-19 due to a documented medical reason,
 - b. The effective time period for the medical reason (i.e., permanent or time limited), and
 - c. Once the effective time period has expired (if applicable), provide evidence that steps have been taken to be vaccinated (in accordance with action 1 as set out above).

NOTE A: As outlined by the Canadian College of Physicians and Surgeons (CPSO) on September 1, 2021, there are very few acceptable medical exemptions to the COVID-19 vaccination.

~~Where a Board of Health member has received only their first dose and the member is in the process of obtaining their second as set out in 1) above, or where a member has a medical exemption, as set out in 2) above, the member will be required to wear face masks and eye protection at all times regardless of physical distancing measures (when attending SWPH locations to perform Board member work, and the member will be required to demonstrate proof of a completed rapid antigen test — demonstrating negative results prior to entry into any of the SWPH facilities or locations. Note that any applicable expense, but not limited to, , time and mileage will be at the board member's expense, in addition to any other requirements or recommendations that may now or later be imposed by SWPH, or by law.~~

~~**NOTE B: To be considered fully vaccinated you must complete the full dose regimen for any Canadian accepted vaccine and wait 14 days following the last dose.**~~

~~**NOTE C: In conjunction with all public health protocols, guidance and policies, all individuals must not attend a SWPH location if they demonstrate symptoms of COVID-19 or are otherwise unable to successfully complete the provincial government's COVID-19 self-assessment.**~~

~~NOTE D: This policy and the administration of the procedures herein, will be done so in accordance with the Ontario Human Rights Code, Employment Standards Act, Occupational Health and Safety Act, and any other applicable legislation.~~

PROCEDURE:

- a) Board members are to submit Proof of Covid-19 vaccination to the Human Resources department via secure Laserfiche form, [C19BOHStatus](#)^[A1].
- b) For those who cannot be vaccinated due to medical reason/contraindication, proof of this medical exemption must be provided by their physician or nurse practitioner indicating whether the medical exemption is permanent or time limited. If time-limited, the note must indicate how long it is expected to last. This medical exemption correspondence is to be submitted to the Human Resources department via secure Laserfiche form, [C19BOHStatus](#)
- ~~c) Where a Board of Health member of SWPH is not able to obtain a COVID-19 vaccine for a reason related to a protected ground as set out in the Ontario Human Rights Code, the member is required to contact Derek McDonald, Director, Corporate Services & Human Resources (Telephone — (519) 631-9900~~

~~ext. 1250 / Email – dmcDonald@swpublichealth.ca), to further discuss their situation and whether, accommodation is possible. When a board member providing governance responsibilities to SWPH is able to be accommodated, the member will be required to wear a face mask and eye protection at all times regardless of physical distancing measures (when working at SWPH locations), and the member will be required to demonstrate proof of a completed rapid antigen test – demonstrating negative results prior to entry into any of the facilities or locations of SWPH. Proof of results can be submitted to the Human Resources department at [C19BOHAntigen](#). Note that any applicable expense, but not limited to, time and mileage will be at the individual's expense, in addition to any other requirements or recommendations that may now or later be imposed by SWPH, or by law.~~

d)c) _____ For any new Board of Health members, members will be informed about this policy and the criteria set upon commencement of their term with SWPH. A copy of this policy will be included in all Board of Health correspondence at the point of commencement of their term as a member of SWPH. In addition, this policy will be as part of the Board of Health orientation for each new member.

e)d) _____ If an individual has received a vaccine in the province of Ontario, the only acceptable proof of vaccination is the receipt provided by the Ministry of Health. SWPH reserves the right to accept other forms of proof should they become available. For people who have been vaccinated outside of Ontario, acceptable proof is based on the criteria provided by the province/state in which they received their vaccine but only Government of Canada National Advisory Committee on Immunization NACI approved vaccines will be accepted. Proof shall include the person's name, date of birth, date of vaccination, vaccine name, lot number, and name of the health care practitioner administering the vaccine.

f)e) A board member who does not have a copy of their vaccination receipt can download their COVID-19 vaccine receipt here: <http://covid19.ontariohealth.ca/>.

g)f) Board of Health members who do not have an up-to-date health card, can contact the health unit that administered the vaccine for help in obtaining a copy of their vaccination receipt.

h)g) _____ Board of Health members that are not vaccinated may be subject to restrictions that do not apply to vaccinated personnel such as, but not limited to:

- In the event of a COVID-19 outbreak, increased community transmission or at the discretion of the Chair of the Board of Health, non-vaccinated Board of Health members may not be able to perform their regular tasks. For those who are non-vaccinated without a medical exemption, they may need to be excluded from participation with Board of Health activity.

h) SWPH will follow provincial guidelines to determine if Board of Health members are to be excluded from SWPH activities when meeting identified criteria (e.g., having a high-risk contact with a positive Covid-19 person, etc.). Board of Health restrictions may differ depending on the individual's vaccination status (partial or ~~fully up-to-date vaccination~~ vaccinated).

i) Board of Health individual vaccination status (i.e., partially vaccinated, ~~fully up-to-date vaccinated~~ vaccination or medically exempt) will be kept confidential and tracked by Human Resources.

j) Where Board of Health members have not complied with the above criteria, the Board Chair will be informed by Human Resources that the member has no recorded status. It is the responsibility of the Chair of the Board of Health to follow up with the individual to ensure they comply with this policy.

COLLECTION AND DISCLOSURE OF INFORMATION:

SWPH may collect statistics in relation to vaccination rates, total number of individuals covered by this policy, total number of individuals who have provided proof under each option as set out above, and other relevant information related to this policy. SWPH may also report this information to applicable government agencies and the public as required.

ENFORCEMENT:

Any Board of Health member failing to adhere to this policy may impact the ability of the Board of Health member to provide governance of SWPH. As such, the following two steps as outlined in the Code of Conduct will be actioned:

- Request that the Board member resign; or
- Seek dismissal of the Board member based on regulations relevant as to how the Board member was appointed.

This policy and the consequences for breach of this policy will be applied in a manner which complies with the Ontario *Human Rights Code*, *Employment Standards Act*, *Occupational Health and Safety Act*, and any other applicable legislation.

SWPH reserves the right to amend this policy as may be necessary or appropriate.

RELATED DOCUMENTS:

C19BOHStatus

SECTION:	Miscellaneous	APPROVED BY:	Board of Health
NUMBER:	BOH-MISC-010	REVISED:	
DATE:	May 1, 2018		

Sewage Systems Part 8 Of The Ontario Building Code Act^[CSJ1]

Purpose:

The purpose is to ensure compliance with the Building Code Act and Part 8 Sewage Systems of the Ontario Building Code including inspections and fees, that have a design capacity of 10,000 litres per day or less, pertaining to any municipalities within the County of Oxford that has entered into an agreement with Southwestern Public Health as per Section 6(2) of the Ontario Building Code.

Policy:

The Board of Health for Southwestern Public Health will, under a signed agreement with a local area municipality within the County of Oxford, provide the enforcement of provisions of the Building Code Act pertaining to sewage systems.

The Board of Health shall appoint a Chief Building Official and Inspectors for the purposes of sewage systems under Section 6.2 (4) of the Building Code Act. Such persons appointed must meet the qualifications and registration as required in S. 3.1.4 Division C, Part 3 of the Ontario Building Code and shall be appointed as Inspectors for purposes of Part 8 under the Code.

The Board of Health will ensure compliance with all required by-laws, resolution and regulations respecting sewage systems in accordance with s.7 of the Building Code Act pertaining to fees, classes of permits, and forms.

References: (including relevant legislation)
Building Code Act, 1992, S.O. 1992, c23



BY-LAWS

FOR THE BOARD OF HEALTH
FOR OXFORD ELGIN ST. THOMAS HEALTH UNIT

BY-LAW NO. 1 - CONDUCT OF THE AFFAIRS
BY-LAW NO. 2 - BANKING AND FINANCE
BY-LAW NO. 3 - MANAGEMENT OF THE PROPERTY

PREPARED BY:

Amy C. Dale, Legal Counsel for SWPH
Cynthia St. John, Executive Director
Approved May 1, 2018



BOARD OF HEALTH FOR THE
OXFORD ELGIN ST. THOMAS HEALTH UNIT
BY-LAW NO.1

A by-law relating generally to the **conduct of the affairs**
of the Board of Health for the OXFORD ELGIN ST. THOMAS HEALTH UNIT o/a Southwestern Public
Health,
including, but not limited to, the calling and proceedings at meetings.

BE IT ENACTED as a By-Law of the Board of Health for the OXFORD ELGIN ST. THOMAS HEALTH UNIT as follows:

1. **Interpretation.** In this by-law and all other by-laws of the Board of Health for the OXFORD ELGIN ST. THOMAS HEALTH UNIT, unless the context otherwise specifies or requires:
 - a. "Act" means the *Health Protection and Promotion Act*, R.S.O. 1990, c. H.7, as amended;
 - b. "Board" means the Board of Health for the OXFORD ELGIN ST. THOMAS HEALTH UNIT o/a Southwestern Public Health;
 - c. "By-law" means the by-law of the Board of Health for the OXFORD ELGIN ST. THOMAS HEALTH UNIT from time to time in force and effect;
 - d. "Corporation" means the Board of Health for the OXFORD ELGIN ST. THOMAS HEALTH UNIT. The Act deems that the Board of Health for the OXFORD ELGIN ST. THOMAS HEALTH UNIT is a corporation, without share capital;
 - e. "Municipal Act" means the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended;
 - f. "Regulations" means the Regulations made under the Act, as from time to time amended, and every regulation that may be substituted therefore and, in the case of such substitution, any references in the by-laws of the Board of Health for the Oxford Elgin St. Thomas Health Unit to provisions of the Regulations shall be read as references to the substituted provisions therefore in the new Regulations;
 - g. All terms which are contained in the By-laws and which are defined in the Act or the Regulations shall have the meanings respectively given to such terms in the Act or the Regulations;

- h. Words importing the singular number only shall include the plural and vice versa and words importing a specific gender shall include the other genders;
- i. The headings used in the by-laws are inserted for reference purposes only and are not to be considered or taken into account in construing the terms or provisions thereof or to be deemed in any way to clarify, modify or explain the effect of any such terms or provisions; and
- j. The *Corporations Act*, R.S.O. 1990, c. C. 38 and the *Corporations Information Act*, R.S.O. 1990, c. C. 39 do not apply to a Board of Health.

DESIGNATION OF HEAD

- 2. **Designation of Head.** As required by the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, C. M.56, as amended, the Board thereby designates the Chair of the Board as the Head of the Oxford Elgin St. Thomas Health Unit for the purposes of that Act. The Chair of the Board shall provide for all other institutional requirements regarding access and privacy as set out in the *Municipal Freedom of Information and Protection of Privacy Act* and the *Personal Health Information and Protection Act*.

MEMBERSHIP

- 3. **Numbers.** The members of the Board are appointed by the Councils of the County of Oxford, the County of Elgin and the City of St. Thomas and by the Lieutenant Governor in Council for Ontario as provided for in the Act.
 - a. The membership of the Board shall be as follows:
 - i. Four municipal members to be appointed by the Council of the County of Oxford;
 - ii. Two municipal members to be appointed by the Council of the County of Elgin;
 - iii. Two municipal members to be appointed by the Council of the City of St. Thomas; and
 - iv. Up to three members to be appointed by the Lieutenant Governor in Council for Ontario.
- 4. **Ex-Officio Members.** The Chief Executive Officer and Medical Officer of Health are ex- officio members of the Board.
- 5. **Secretary-Treasurer.** The Chief Executive Officer shall be duly appointed as Secretary- Treasurer of the Board.

ATTENDANCE FOR THE BOARD OF HEALTH MEETINGS

- 6. **Attendance.** Members are required to attend all Board meetings. The Chief Executive Officer and Medical Officer of Health shall attend all meetings of the Board except on matters that relate to their remuneration or the performance of their respective duties.
- 7. **Directors.** Directors of the Oxford Elgin St. Thomas Health Unit shall be present at regular Board meetings, as required, to discuss agenda items related to their area(s) of responsibility.
- 8. **Recording Secretary.** The Executive Assistant to the Chief Executive Officer shall be the Recording Secretary of the Board meetings.

9. **Unexcused Absences.** Unexcused absences of a member from three consecutive Board meetings in a calendar year shall mean that the appointing Municipal Council shall be so notified, in writing, by the Chair of the Board of the said unexcused absences and of the Board's request that the appointing Municipal Council review the member's appointment and a copy of the letter sent to the absentee Board member.
10. **Leave of Absence.** The Board may, upon receipt of a written request, extend to any Board member a leave of absence for a definitive period of time. During any Board approved leave of absence, paragraph 9, above, shall not apply.

BOARD MEMBERS

11. **Remuneration - Expenses.** The 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 OXFORD ELGIN ST. THOMAS HEALTH UNIT.
12. **Term of Office.** The term of office of a municipal member of the Board continues during the pleasure of the Council that appointed the municipal member but, unless ended sooner, ends with the ending of the term of office of the Council.
13. **Disqualification.** The seat of a municipal member of the Board becomes vacant for the same reasons that the seat of a member of council becomes vacant under subsection 259(1) of the *Municipal Act*, 2001, as amended. No person whose services are employed by the Board is qualified to be a member of the Board.
14. **Vacancy.** Where a vacancy occurs on the Board by the death, disqualification, resignation or removal of a member, the person or body that appointed the member shall appoint a person forthwith to fill the vacancy for the remainder of the term of the member.
15. **Oath of Confidentiality.** Each member of the Board is required to execute an Oath of Confidentiality agreeing to uphold the privacy of personal information and personal health information that may come to their attention in the course of their being a member of the Board, whether or not such information arises inside or outside of meetings of the Board, arises in Closed Session, and regardless of what form the personal information and/or personal health information is received by the Board member.

MEETINGS OF THE BOARD

16. **First Meeting of the Year.** The Board shall hold its first meeting of the year not later than the first day of March.
17. **Number of Meetings.** Regular meetings of the Board shall be held at least eight times annually on such a day, hour and place as the Board shall determine.
18. **Meetings in July and August.** Meetings generally do not occur in the summer months of July and August unless at the call of the Chair.

19. **Special Meetings.** Special meetings may be called by the Chair or, in their absence, the Vice Chair at any time that it is deemed advisable and necessary or by a majority vote at any regular meeting at which quorum is present. The Secretary-Treasurer may call a meeting of the Board upon being petitioned, in writing, by a majority of the members to do so.
20. **Notice.** Members of the Board will be notified of any special meetings by email and board portal.
21. **Omission of Notice.** The accidental omission to give notice of any meeting of the Board to, or the non-receipt of any notice by, any person shall not invalidate any resolution passed or any proceeding taken at such meeting.
22. **Adjournment.** Any meeting of the Board may be adjourned from time to time by the chair of the meeting, with the consent of the majority of those attending the meeting, to a fixed time and place. Notice of any adjourned meeting of the Board is not required to be given if the time and place of the adjourned meeting is announced at the original meeting. Any adjourned meeting shall be duly constituted if held in accordance with the terms of the adjournment and a quorum is present thereat. The members who formed a quorum at the original meeting are not required to form the quorum at the adjourned meeting. If there is no quorum present at the adjourned meeting, the original meeting shall be deemed to have terminated forthwith after its adjournment. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.
23. **Quorum.** A majority of the members of the Board (50% plus 1) fixed under paragraph 3, hereof, shall form a quorum for the transaction of business and, notwithstanding any vacancy among the Board members, a quorum of board members may exercise all the powers of the Board. No business shall be transacted at a meeting of the Board unless a quorum of the Board members is present. The appointed hour having been struck and a quorum being present, the Chair shall call the meeting to order. If, fifteen minutes after the appointed hour have elapsed and the Chair, or the Vice Chair, as the case may be, has not yet appeared and a quorum is present, the members may appoint one of themselves or the Secretary-Treasurer to chair the meeting until the arrival of the Chair or Vice Chair. If thirty (30) minutes after the appointed hour, a quorum is not present, then the meeting shall stand adjourned until the next regular meeting, an adjourned meeting, or a newly scheduled meeting. The Recording Secretary shall record the names of all members present and not present at the meeting.
24. **Electronic Participation.** In a meeting which is open to the public, members of the Board may participate by means of such telephone, electronic or other communication facilities as permits all persons participating in the meeting to communicate with each other simultaneously and instantaneously, and a Board member participating in such meeting by such means is deemed for the purpose of the Act to be present at that meeting, counted in quorum and in voting. ~~However, any such member(s) participating electronically shall not be counted in determining whether or not a quorum of members is present at any point in time.~~
25. **Voting.** Questions arising at any meeting of the Board members shall be decided by a majority vote evidenced by a show of hands. The Chair and each Board member present where not otherwise disqualified from voting, shall vote on all questions. In the case of a tie vote, the Chair of the meeting

in addition to their original vote, shall not have a second casting vote and the motion will be lost. If the Chair decides to take part in any debate, he/she may leave the chair to do so, providing a member is appointed to fill the position of Chair until the question is decided.

26. **Recorded Vote.** Any member may request a recorded vote and each member present, and not disqualified from voting by virtue of any legislation or declared conflict of interest, must then announce their vote. To abstain or fail to vote under such circumstances is deemed to be a negative vote. When a recorded vote is requested, the names of those voted for and those who voted against the question shall be called and entered upon the minutes in alphabetical order. When a question is put and "carried" without a dissent or a call for a recorded vote, then the matter will be deemed to be carried unanimously by those present.

DECLARATION OF PECUNIARY INTEREST -CONFLICT OF INTEREST

27. **Declaration of Pecuniary Interest.** Where a Board member, either on their or their own behalf or while acting for, by, with or through another, has any pecuniary interest direct or indirect in any matter and is present at a meeting of the Board at which the matter is the subject of consideration, the member,
- a. shall, prior to any consideration of the matter at the meeting disclose the interest and the general nature thereof;
 - b. shall not be present or take part in the discussion of, or vote on any question in respect of the matter; and
 - c. shall not attempt in any way, whether before during or after the meeting, to influence the voting on any such question.

Where the meeting referred to above is not open to the public, in addition to complying with the requirements set forth above, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration.

Where the interest of a member has not been disclosed as required by reason of the member's absence from the meeting referred to therein the member shall disclose the interest and otherwise comply the requirements first set forth above at the first meeting of the Board attended by the member thereafter.

Every declaration of interest and the general nature thereof made by a Board member shall, where the meeting is open to the public, be recorded in the minutes of the meeting by the Recording Secretary. Where the meeting is not open to the public, every declaration of interest made by a Board member, but not the general nature of that interest shall, be recorded in the minutes of the next meeting that is open to the public.

28. **Quorum Deemed.** Where the number of members who, by reason of the provisions of the *Municipal Conflict of Interest Act* and hereof, are disabled from participating in a meeting is such that at that meeting the remaining members are not of sufficient number to constitute a quorum, then, despite any other general or special Act, the remaining number of members shall be deemed to constitute a quorum, provided such number is not less than two.

BOARD PACKAGES, AGENDA, MINUTES, AND REPORTS

29. **Board Packages.** The agenda, minutes of the previous meeting, and written reports are to be sent to Board members via electronic means approximately one week in advance of the scheduled meeting. The agenda and notice of the meeting are to be posted on Oxford Elgin St. Thomas Health Unit's website approximately one week prior to the meeting. Written reports are available at or after the Board meeting.
30. **Agendas.** For all regular and special Board meetings, an agenda shall be drafted by the Secretary-Treasurer and approved by the Chair of the Board. If for any reason, copies of the agenda shall not have reached members before the meeting, the member(s) will advise of such and the agenda shall be provided by the Secretary-Treasurer at the opening of the meeting. Any member wishing to introduce business additional to that set out in the agenda must make the request during the "Agenda" portion of the agenda and must receive unanimous consent by the members present to introduce additional business. If unanimous consent is not obtained, the member may give notice of motion to discuss the business at the next regularly scheduled meeting of the Board. The motion must be seconded.
31. **Minutes.** The Recording Secretary records the minutes of the meeting and submits them to the Secretary-Treasurer for review. The minutes of the previous meeting shall be circulated to the Board approximately one week prior to the next regularly scheduled meeting. At the regularly scheduled meeting, a motion will be entertained to have the minutes approved and adopted as circulated or in the case of corrections, approved and adopted as amended with the amendments specifically stated. If the minutes of the previous Board meeting were not circulated in advance, the Secretary-Treasurer shall read them, but no motion or discussion shall be allowed on the minutes except in regard to their accuracy. After the confirmation and adoption of the minutes, they shall be signed by the Chair. The official signed minutes of the Board shall be posted by the Recording Secretary on the Oxford Elgin St. Thomas Health Unit's website.
32. **Reports.** The Chief Executive Officer, Medical Officer of Health, and specific Director [CSU] reports are to be provided in writing to the Board approximately one week prior to the meeting. In some circumstances, a revised report or additional report may be forthcoming on a matter where the timing of such does not coincide with the preparation of the Board packages.

ORDER OF BUSINESS FOR REGULAR MEETINGS

33. **Agenda.** The agenda items shall include but not be limited to:
- a. Call to Order;
 - b. Land Acknowledgement;
 - ~~b~~c. Agenda - amendments or corrections of, adoption of;
 - ~~c~~d. Minutes - amendments or corrections of, adoption of;
 - ~~d~~e. Reminder to disclose Pecuniary Interest and/Conflict of Interest, and the general nature thereof when the item arises;
 - ~~e~~f. Staff Reports/Presentations;
 - ~~f~~g. Closed session – motion to go into closed session;
 - ~~g~~h. Rising and reporting of closed session;

~~hi.~~ Adjournment.

ORDER OF BUSINESS FOR SPECIAL MEETINGS

34. **Drafting the Agenda.** An agenda shall be drafted by the Secretary-Treasurer and approved by the Chair of the Board.
35. **Copies of the Agenda.** If for any reason, copies of the agenda shall not have reached members before the meeting, the member(s) will advise of such and the agenda shall be provided by the Secretary-Treasurer at the opening of the meeting.
36. **Additional Business.** The agenda shall not contain business other than those subjects for which the special meeting was called.
37. **Agenda.** The agenda items shall include but not be limited to:
 - a. Call to Order;
 - ~~b.~~ **Land Acknowledgement**
 - ~~bc.~~ Agenda - adoption of;
 - ~~cd.~~ Reminder to disclose Pecuniary Interest and/Conflict of Interest, and the general nature thereof when the item arises;
 - ~~de.~~ Business – item for which the special meeting was called; and
 - ~~ef.~~ Adjournment.
38. **Closed Session.** It is noted that should the item of business for which the special meeting was called be a matter for Closed Session, a motion to go into Closed Session and a motion to rise and report from closed session would also be included on the agenda.

BOARD OF HEALTH MEETINGS – PROCEDURES

39. **Invitation of a Non-Board Member.** Any person that wishes to address the Board, who is not a Board member, shall not be allowed to address the Board except upon invitation of the Chair and the Board members.
40. **Board Member.** No member shall be allowed to speak more than once upon any question before the meeting unless expressly permitted to do so by the Chair, except the mover of the original motion who shall have the right of replying when all members choosing to speak shall have spoken. An amendment being moved, seconded and put by the Chair, any member, even though she/he has spoken on the original motion, may speak again on the amendment. No member shall speak for more than five minutes at one time. Members wishing to raise points of order or explanation must first obtain the permission of the Chair, and must raise the matter immediately following from when the alleged breach occurred. A member wishing to explain a material part of their speech which may have been misconstrued or misunderstood may be granted their privilege by the Chair, providing that, in so doing, they do not introduce any new matter. Any member may formally second any motion of amendment and reserve their speech until a later period in the debate.

41. **Selection of Speakers.** Every member, before speaking, shall ask permission to speak and address the Chair as "M_ Chair". The Chair, if the request is in order, shall grant permission to speak and address the member as "Member (last name)". When more than one member is recognized to speak, the first to be recognized shall be given precedence, the decision resting with the Chair. Thereafter, the members shall be called upon by the Chair to speak in the order in which they were recognized.
42. **Interruption.** If any member interrupts the speaker, or uses abusive language, or causes disturbance or refuses to obey the Chair when called to order, they shall be named by the Chair. They shall thereupon be expelled from the meeting and shall not be allowed to enter again until an apology satisfactory to the Board has been given. No member shall leave the meeting before its adjournment without the permission of the Chair.
43. **Conduct During Board Meetings.** All members of the Board shall at all times use temperate language and conduct themselves in an appropriate manner. If, at any time, intemperate or insulting language is used against the Chair or the Board or any of its members or staff, the offending member shall respectfully apologize and retract their statement.
44. **Order and Procedure.** All members shall abide by the Chair's decision or that of the Board with regard to matters of order and procedure. If any member continues to abuse their position in the Board after being named by the Chair, the Chair shall have the power to have them removed from the Board meeting until the meeting is over or until the member apologizes in full to the Chair and the members.

MOTIONS AND AMENDMENTS

45. **Original Motion and Amendments.** The first proposition on any particular subject shall be known as the original motion and all succeeding propositions on that subject shall be called amendments.
46. **Procedures.** Every motion or amendment must be moved and seconded by members actually present at the meeting before it can be discussed, debated or put from the Chair and wherever possible should be set forth in writing. When a motion is seconded, it shall be ready by the Chair or Recording Secretary before a debate. When a question is under debate, no motion shall be received unless to commit it, to amend it, to postpone it, to adjourn it, or to move the previous question
47. **Withdrawals or Additions.** After a motion is read by the Chair or Recording Secretary, it shall be deemed in the possession of the Board, but may, with the permission of the Board, be withdrawn at any time before discussion or amendment. Any motion properly moved and seconded must be presented to the Board.
48. **Amendments.** The main question may be amended only once after which the original amendment shall be voted upon and, if carried, shall stand instead of the original motion, and if lost, the main question will be recalled. A further amendment may then be put and voted upon. Every amendment submitted shall be in writing and shall be decided or withdrawn before the main question is put to the vote.
49. **Reconsidering - Rescinding.** No motion to reconsider a resolution entered upon the minutes shall be received or put, unless a notice of intention to introduce such rescinding motion shall have been made in writing at the previous meeting.

ADJOURNMENTS

50. **Adjournments.** A motion to adjourn the Board meeting or adjourn the debate shall always be in order, but, if it is defeated, then no second motion to the same effect shall be made.

CLOSED SESSION

51. **Closed Session.** A Closed Session is defined as a private session where only Board members and invited staff and professional advisors such as legal counsel are present and excludes all others, including the public and the media. The Board may resolve to go into Closed Session if the subject matter to be considered falls within one of the following categories:
- (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.

52. **Procedural Votes.** Only procedural votes or those related to the giving of advice and direction to staff can take place in Closed Session.
53. **Procedure.** When a decision to go into Closed Session is made, the Board shall state, by resolution, the following:
- a. The fact of the holding of a Closed Session;
 - b. The general nature of the matter to be considered at the Closed Session; and
 - c. That all matters to be considered are to be held as strictly confidential, the content of which matters, discussions, documents or related information is not to be disclosed to any persons, media or other organizations.
54. **Rules.** Rules of the Board shall be observed in the Closed Session meeting except those limiting the number of times a member may speak.
55. **Quorum Voting.** The rules for quorum and voting shall be the same for the Closed Session as for the open session.
56. **Questions of Order.** Questions of order arising in the Closed Session shall be decided by the Chair.
57. **Agenda.** A written agenda shall be prepared by the Secretary-Treasurer for every Closed Session meeting and approved by the Board Chair.
58. **Completion of the Closed Session.** The Board shall rise with a report upon completion of the Closed Session.
59. **Order of Business.** The order of business for closed session meetings shall be:
- a. Reminder to disclose Pecuniary Interest and/or Conflict of Interest, and the general nature thereof when the item arises;
 - b. Report from the Chief Executive Officer regarding item(s) on the Closed Session Agenda; and
 - c. Business: unfinished, new or arising for correspondence received – listed under one of the categories of subject matter to be discussed under which a meeting may be closed.
60. **Absence of the Chair.** In the absence of the Chair or whoever has been designated to chair the meeting of the Closed Session, one of the other members shall be elected to preside until the arrival of the designated Chair.

61. **Confidential Notes.** Notes of meetings of Closed Session shall be recorded by the Recording Secretary and, after execution by the Board Chair, shall be maintained by the Secretary-Treasurer in a manner to protect the confidentiality of confidential personal information contained therein.
62. **Breach of the Rules.** If a member disregards the rules of the Board or a decision of the Chair of a Closed Session on questions of order or practice or upon the interpretation of the rules set out, and persists in such conduct after having been called to order by the said Chair, the Chair shall forthwith put the question with no amendment, adjournment, or debate, "that the member shall be ordered to leave their seat for the duration of the meeting". If, following such vote by the members, the member apologizes, they may, by a further vote of the members, be permitted to retake their seat.
63. **Breach of Confidentiality.** If a member of the Board disregards the rules of the Board respecting the requirement to maintain the confidentiality of matters and related information arising in a Closed Session, or disregards their own Oath of Confidentiality respecting the security of personal information and/or personal health information, the Board may call for the member to resign as a member of the Board.

OFFICERS

64. **Chief Executive Officer.** The Chief Executive Officer will chair the first Board meeting of the year until a Chair has been elected.
65. **Election and Removal of the Chair and Vice Chair.** Any member of the Board may serve as an officer of the Board. The Chair and Vice Chair shall be elected at the first meeting of the Board each year. Nominations for Chair and Vice-Chair will be solicited at the first meeting and a majority vote will determine the election result. If more than one nomination is received for each Officer position, a secret ballot will be conducted. The ballots will be distributed by the Recording Secretary and counted by the Secretary-Treasurer. All officers shall serve for a term of one calendar year or until their successors are elected and qualified. In extenuating circumstances, for which an explanation is provided to the Board, an officer may serve for a second consecutive year subject to being elected and qualified.
66. **Vacancy.** Any Chair or Vice Chair vacancy shall be filled by a special election held at the next meeting following announcement of the vacancy.
67. **Appointment of the Medical Officer of Health.** The Board shall appoint a full-time Medical Officer of Health and may appoint one or more Associate Medical Officers of Health of the Board. Where the office of Medical Officer of Health of the Board is vacant or the Medical Officer of Health is absent or unable to act, and there is no Associate Medical Officer of Health of the Board or the Associate Medical Officer of Health is absent or unable to act, the Board shall forthwith appoint a physician as Acting Medical Officer of Health, which Acting Medical Officer of Health shall perform the duties and have the authority to exercise the powers of the Medical Officer of Health of the Board.
68. **Eligibility for Appointment.** A Medical Officer of Health or an Associate Medical Officer of Health must have the following credentials,

- a. He or she is a physician;
 - b. He or she possesses the qualifications and requirements prescribed by the regulations to the Act for the position; and
 - c. The Minister approves the proposed appointment.
- 69. **Vacancy.** If the position of Medical Officer of Health of the Board becomes vacant, the Board and the Minister, acting in concert, shall work expeditiously towards filling the position with a full-time Medical Officer of Health.
- 70. **Dismissal of Medical Officer of Health.** A decision by the Board to dismiss the Medical Officer of Health or an Associate Medical Officer of Health from office is not effective unless,
 - a. the decision is carried by the vote of two-thirds of the members of the Board; and
 - b. The Minister consents in writing to the dismissal.
- 71. **Dismissal of Chief Executive Officer.** A decision of the Board to dismiss the Chief Executive Officer is not effective unless the decision is carried by the vote of two-thirds of the members of the Board.
- 72. **Notice and Attendance.** The Board shall not vote on the dismissal of the Medical Officer of Health or the Chief Executive Officer unless the Board has given to the Medical Officer of Health or Chief Executive Officer,
 - a. Reasonable written notice of the time, place and purpose of the meeting at which the dismissal is to be considered;
 - b. A written statement of the reason for the proposal to dismiss the Medical Officer of Health or the Chief Executive Officer; and
 - c. An opportunity to attend and to make representations to the Board at the meeting.
- 73. **Duties of Officers.**
 - a. The Chair Shall:
 - i. Preside at all meetings of the Board;
 - ii. Preserve order and proper conduct during meetings;
 - iii. Keep a speakers list recognizing members who wish to speak on a matter;
 - iv. Issue a final ruling on any question of order and/or procedure unless challenged by way of a motion or appeal by not less than two members, and thereafter a majority of the members present shall vote in support of such challenge;
 - v. Inform the members when it is the opinion of the Chair that a motion is contrary to the rules and privileges of the Board; and
 - vi. Remind members of their obligations of confidentiality with respect to matters and information arising in Closed Session.
 - b. The Vice Chair Shall:
 - i. Preside in the absence of the Chair; and
 - ii. Carry out the duties of the Chair as noted.

c. The Medical Officer of Health Shall:

- i. Be responsible for and shall report to the Board on issues relating to the protection and the promotion of the public's health.

d. The Chief Executive Officer Shall:

- i. Be responsible for the day-to-day operations, policies and directives, program and service delivery, matters of human resources and finances of the OXFORD ELGIN ST. THOMAS HEALTH UNIT, and for keeping the Board apprised of such matters.

COMMITTEES

74. **Committees**. The Board may establish, by resolution, standing committees of the Board as it deems necessary. Special ad hoc committees may also be established, and the members appointed for a specific purpose for a specific period of time. Such committees shall be deemed to be discharged when their purpose has been achieved or when the specific period of time has lapsed. Electronic participation in such meetings is allowable including being counted in quorum and voting.

RULES OF ORDER

75. **Robert's Rules of Order**. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Board may adopt.

AFFILIATION

76. **Affiliation**. The OXFORD ELGIN ST. THOMAS HEALTH UNIT o/a Southwestern Public Health may hold membership in various agencies (i.e. Ontario Public Health Association, Association of Local Public Health Agencies, Ontario Hospital Association, etc.) as needed. The Board may be entitled to representation at meetings of various membership organizations. Should voting be required at such meetings, proxy representations with authority to vote shall be appointed and authorized by the Board whenever necessary.

ENACTED the 1st day of May, 2018.



Chair, Board of Health



Chief Executive Officer

DRAFT



Quarterly BOH Meeting Evaluation TEMPLATE

NOTE: Questions 1 – 175 have the option to respond with the following: Satisfied, Neither Satisfied or Dissatisfied or Dissatisfied (as shown below).

Choice

Satisfied

Neither Satisfied or Dissatisfied

Dissatisfied

Total

1) Overall, how satisfied are you with today's meeting?

2) I was able to access the meeting packages with ease.

3) I was able to participate in the meeting in my preferred method (in-person or virtually) with no limitations or challenges.

24) The Board Chair ran the meeting effectively and efficiently.

53) The majority of board members were in attendance.

46) The time we had for the meeting was used well.

57) Routine business was completed efficiently.

68) There was sufficient time provided for substantive discussion about major topics.

79) Updates from senior staff were informative.

810) Information presented was essential to helping the Board understand an issue or make a decision.

911) We had all of the information we needed to make informed decisions on today's agenda items.

129) The items on today's agenda were appropriate for our work.

131) The issues presented were timely.

124) The topics were relevant to the mission, the vision and the values of Southwestern Public Health

153) Our value of excellence in public health service delivery was reflected in today's discussions and/or decisions.

164) We were mindful of the impact on the client in today's discussions and/or decisions.

175) We considered equity (fairness, mutual respect, dignity) in today's discussions and/or decisions.

186) What were some of the strengths of today's meeting? What went well?

#	Respondent	Comments
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179) What could be improved to make this meeting better next time?

#	Respondent	Comments
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2018) What education and/or training could be provided to better help you in your governing role?

#	Respondent	Comments
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2119) What additional information, if any, do you need?

#	Respondent	Comments
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