



Algoma
PUBLIC HEALTH
Santé publique Algoma

BOARD OF HEALTH

GOVERNANCE STANDING COMMITTEE

March 1, 2017

Prince Meeting Room, 3rd Floor

www.algomapublichealth.com



March 1, 2017 - Governance Standing Committee Meeting Book

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10. Items Identified to be brought forth to the Board

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- a. April 12, 2017 at 5:30pm
-

12. Adjournment

**ALGOMA PUBLIC HEALTH
BOARD OF HEALTH GOVERNANCE STANDING COMMITTEE
MARCH 1, 2017 @ 5:30-6:30 P.M.
PRINCE MEETING ROOM, 3RD FLOOR
A*G*E*N*D*A**

- 1) Meeting Called to Order Ms. Debbie Graystone, Chair
- 2) Declaration of Conflict of Interest Ms. Debbie Graystone, Chair
- 3) Adoption of Agenda Items Ms. Debbie Graystone, Chair
- RESOLUTION:**
THAT the agenda items for the Governance Standing Committee meeting dated March 1, 2017 be adopted as circulated.
- 4) Adoption of Minutes Ms. Debbie Graystone, Chair
- RESOLUTION:**
THAT the minutes for the Governance Standing Committee meeting dated November 9, 2016 be adopted as circulated.
- 5) Business Arising from Minutes
- 6) New Business/General Business Ms. Debbie Graystone, Chair
- a. Bylaw and Policy Review Schedule
 - b. Board of Health Evaluations
 - i. Annual Self-Evaluation Template
 - ii. Monthly Board Meeting Evaluation Template
 - c. MOH Report Template
 - d. Development of a Dashboard related to KPIs and Strategic Plan
 - e. Elections and Selection Process for Board Appointments and Committee/Executive Elections
 - f. Development of Schedule (Table) of Board Members
 - g. Board Manual
 - h. Archiving BoardEffect Meeting Books
- Ms. Christina Luukkonen
- 7) Addendum
- 8) In-Committee Ms. Debbie Graystone, Chair
- RESOLUTION:**
THAT the Governance Standing Committee goes in-committee.
a. Adoption of In-Committee Minutes dated November 9, 2016.
- 9) Open Meeting Ms. Debbie Graystone, Chair
- RESOLUTION:**
THAT the Governance Standing Committee goes into open meeting.
- 10) Items Identified to be brought forth to the Board Ms. Debbie Graystone, Chair
- 11) Next Meeting: Wednesday, April 12, 2017 Ms. Debbie Graystone, Chair

12) That The Meeting Adjourn

Ms. Debbie Graystone, Chair

RESOLUTION:

THAT the meeting of the Governance Standing Committee adjourns.

Algoma Public Health Board of Health

Bylaws and Policy Review Schedule

Bylaw #	Name	Original Date	Current Date	Review Date
95-1	To Regulate the Proceedings of the Board	December 13, 1995	September 28, 2016	
95-2	To Provide for Banking and Finance	December 13, 2015	June 17, 2015	
95-3	To Provide for the Duties of the Auditor of the Board	December 13, 2015	June 17, 2015	
06-01	Being a By-law Respecting Construction, Demolition and Change of Use Permits and Inspections		February 18, 2015	
06-02	Being a By-law to Appoint a Chief Building Official and Inspectors for the Purposes of the Enforcement of the Building Code Act 1992, Part 8 of Ontario Regulation 332/12, Respecting to Sewage Systems and to Establish a Code of Conduct for the Chief Building Officials and Inspectors.		February 18, 2015	
2015-01	To Provide for the Management of Property	June 17, 2015		

Policy #	Name	Original Date	Current Date	Review Date
02-05-000	Board of Directors	May 4, 1995	May 25, 2016	May 2018
02-05-005	Reports to the Board	February 12, 1996	March 18, 2015	March 2017
02-05-010	Board Minute – Posting/Circulation	February 12, 1996	November 25, 2015	November 2017
02-05-015	Conflict of Interest	January 18, 1995	October 28, 2015	October 2017
02-05-020	Board of Health Travel Policy	January 16, 1995	January 27, 2016	January 2018
02-05-025	Board Member Remuneration	March 20, 2002	November 25, 2015	November 2017
02-05-030	Board Member Code of Conduct	June 20, 2007	October 28, 2015	October 2017
02-05-035	Continuing Education for Board Members	January 2010	May 25, 2016	May 2018
02-05-040	Retirement – Board Recognition (01-04-140)	April 18, 1990	May 25, 2016	May 2018
02-05-045	Attendance at Meetings Using Electronic Means	April 17, 2013	May 25, 2016	May 2018
02-05-050	Retirement – Benefits for Employees	May 15, 2013	May 25, 2016	May 2018
02-05-055	Board of Health Self-Evaluation	May 20, 2015	May 20, 2015	May 2017
02-05-060	Meetings and Access to Information	October 28, 2015	October 28, 2017	October 2017
02-05-065	Algoma Board of Health Reserve Fund	June 17, 2015	June 17, 2015	June 2017
02-05-070	In-Committee Material – Posting/Circulating/Retention	September 22, 2015	September 22, 2015	September 2017

2015 Algoma Public Health Board of Health Member Self-Evaluation of Performance

As part of this Board’s commitment to good governance, continuous quality improvement, compliance with the Ontario Public Health Organizational Standards, and in accordance with 02-05-000 and 02-05-055 of the Board of Health Manual, all Board members are encouraged to individually complete this Self-Evaluation of Performance. Your participation is voluntary. Your responses will be kept anonymous and all responses will be presented through aggregated results.

Please complete prior to June 17, 2015, in confidence to the attention of Christina Luukkonen by mail, by email at cluukkonen@algomapublichealth.com or by fax at (705) 759-2540. Time will be allocated for Board members to complete the survey during the June Board meeting.

Part 1: Individual Performance					
Compliance with Individual Roles and Responsibilities as a Board of Health Member.					
	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
1. As a BOH member, I am satisfied with my attendance at meetings.					
2. As a BOH member, I am satisfied with my preparation for meetings.					
3. As a BOH member, I am satisfied with my participation in meetings.					
4. As a BOH member, I understand my roles and responsibilities.					
5. As a BOH member, I understand current public health issues.					
6. As a BOH member, I have input into the vision, mission and strategic direction of the organization.					
7. As a BOH member, I am aware and represent community perspective during board meetings.					
8. As a BOH member, I provide input into policy development and decision-making.					
9. As a BOH member, I represent the interests of the organization at all times.					

Do you have any other comments or suggestions pertaining to your role as a Board of Health member?

Part 2: Board of Health Processes Effectiveness of policy and process					
	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
1. The BOH is compliant with all applicable legislation and regulations.					
2. The BOH ensures members are aware of their roles and responsibilities through orientation of new members.					
3. The BOH is appropriately informed about financial management, procurement policies and practice, risk management and human resources issues.					
4. The BOH holds meetings frequently enough to ensure timely decision-making.					
5. The BOH bases decision making on access to appropriate information with sufficient time for deliberations.					
6. The BOH is kept apprised of public health issues in a timely and effective manner.					
7. The BOH sets bylaws and governance policies.					
8. The BOH remains informed with issues pertaining to organizational effectiveness through performance monitoring and strategic planning.					

Do you have any other comments or suggestions pertaining to Board of Health policy and process?

Part 3: Overall Performance of the Board of Health					
	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
1. The BOH contributes to high governance and leadership performance					
2. The BOH oversees the development of the strategic plan					
3. The BOH ensures planning processes consider stakeholder and community needs.					
4. The BOH ensures a climate of mutual trust and respect between themselves and the Medical Officer of Health (MOH/CEO).					
5. The BOH as a governing body is achieving its strategic outcomes.					

Do you have any other comments or suggestions pertaining to overall performance of the Board of Health?

Meeting Evaluation

Algoma Public Health Board of Health

Please complete the following confidential/anonymous evaluation after each regularly scheduled Board of Health meeting. Your ongoing feedback is important in ensuring Board of Health meetings are effective, informative and enjoyable.

1. Select the month of the Board of Health meeting:

- | | |
|---|------------------------------------|
| <input type="checkbox"/> January | <input type="checkbox"/> June |
| <input type="checkbox"/> February | <input type="checkbox"/> September |
| <input type="checkbox"/> March | <input type="checkbox"/> October |
| <input type="checkbox"/> April | <input type="checkbox"/> November |
| <input type="checkbox"/> May | <input type="checkbox"/> December |
| <input type="checkbox"/> Other: please specify: _____ | |

Please select one response for each question in the following grid.
If the question is not relevant please select "not applicable".

	Strongly Agree	Somewhat Agree	Somewhat Disagree	Strongly Disagree	Not Applicable
1. The Board agenda package contained appropriate information to support the Board in carrying out its governance leadership role.					
2. The delegation/presentation was an opportunity for me to improve my knowledge and understanding of an important public health subject.					
3. The MOH/CEO report was informative, timely and relevant to my governance role.					
4. Overall, the Board meeting was conducted in an active, informative, and responsible manner with decisions made that advance the APH vision and mission ¹ .					
5. There is alignment with items that were included in the Board agenda package and the APH's 2015-2020 Strategic Plan ² .					
6. Board members' conduct was professional, cordial and respectful.					

¹ **APH Vision** : Together, we create and sustain health communities; **APH Mission** : Together with our communities, Algoma Public Health is a leader in promoting and protecting health and well-being

² **2015–2020 Strategic Planning Priorities**

1. *Improve Health Equity*
2. *Collaborate Effectively*
3. *Be Accountable*
4. *Enhance Employee Engagement*

Comments: (For example: what did you like/dislike about the meeting, what are your suggestions to improve future meetings, etc.)

Thank you for your valuable feedback.