



BOARD OF HEALTH GOVERNANCE COMMITTEE MEETING

**Wednesday, May 24, 2023
1:30 to 3:00 p.m.**

Virtual

To ensure a quorum we ask that you please
RSVP (Regrets Only) to
clovell@hpeph.ca or 613-966-5500, Ext 231 and
contact your alternate to attend.

Hastings Prince Edward Public Health 2019 - 2023 Strategic Plan

Our Vision

Healthy Communities,
Healthy People.

Our Mission

Together with our communities,
we help people become as
healthy as they can be.

Our Values Show We CARE



Collaboration



Advocacy



Respect



Excellence

Our Strategic Priorities



Community
Engagement



Staff
Engagement
and Culture



Population Health
Assessment and
Surveillance



Program
Standards



Health
Promotion

**GOVERNANCE COMMITTEE MEETING
AGENDA**

**Wednesday, May 24, 2023
1:30 pm – 3:00 pm
Virtual**

If you are unable to attend, and have not already done so, please arrange for your alternate to attend and advise Catherine Lovell at clovell@hpeph.ca Thank you.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**
- 4. ELECTION OF THE CHAIR OF GOVERNANCE COMMITTEE**
- 5. APPROVAL OF AGENDA**
- 6. APPROVAL OF MINUTES OF PREVIOUS MEETING**
 - 6.1 Meeting Minutes of October 19, 2022 [Schedule 6.1](#)
- 7. NEW BUSINESS**
 - 7.1 Risk Management Progress Report [Schedule 7.1](#)
 - 7.2 Update for Strategic Planning 2024 [Schedule 7.2](#)
 - 7.3 Board Deputations Policy and Procedure [Schedule 7.3](#)
- 8. DATE OF NEXT MEETING - Wednesday, October 25, 2023**
- 9. ADJOURNMENT**



GOVERNANCE COMMITTEE MEETING MINUTES

Wednesday, October 19, 2022
1:30 pm – 3:00 pm
Virtual via ZOOM

Present:

Ms. Jo-Anne Albert, Mayor, Municipality of Tweed, County of Hastings (ex-officio)
Dr. Jeffrey Allin, Provincial Appointee
Mr. Andreas Bolik, Councillor, County of Prince Edward
Mr. Michael Kotsovos, Councillor, City of Quinte West
Ms. Jan O'Neill, Mayor, Municipality of Marmora and Lake, County of Hastings (Chair)

Absent:

Mr. Sean Kelly, Councillor, City of Belleville

Also Present:

Dr. Ethan Toumishey, Medical Officer of Health and CEO
Ms. David Johnston, Acting Director of Corporate Services
Ms. Catherine Lovell, Executive Assistant

1. CALL TO ORDER

The meeting was called to order at 1:34 p.m.

2. ROLL CALL

3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

4. APPROVAL OF AGENDA

THAT the agenda of the October 19, 2022 Governance Committee be approved as circulated.

MOTION:

Moved by: Jeffrey
Seconded by: Jo-Anne
CARRIED

5. APPROVAL OF MINUTES OF PREVIOUS MEETING - March 30, 2022

THAT the minutes of the March 30, 2022 Governance Committee meeting be approved as circulated.

MOTION:

Moved by: Michael
Seconded by: Jo-Anne
CARRIED

6. NEW BUSINESS

6.1 Risk Management Progress Report

THAT the Governance Committee make recommendation to the Board of Health for approval of this report as circulated.

MOTION:

Moved by: Jeffrey
Seconded by: Michael
CARRIED

David presented the report with a few highlights of note:

- ♦ The first two risks with regard to the Ontario Seniors Dental Program have been minimized for the time-being as additional funding has been secured from the Ministry of Health.
- ♦ Cyber incident (#4) has been minimized. A National Institute of Standards & Technology (NIST) assessment was recently completed in September with an overall compliance to the NIST Cybersecurity Framework of 96%.
- ♦ Labour relations (#11) is back on the table as our two union contracts end on December 31, 2022.

6.2 Self-Evaluation Survey Summary Report

THAT the Governance Committee receive the report as circulated and recommend taking it to the Board of Health for information purposes.

MOTION:

Moved by: Michael
Seconded by: Jeffrey
CARRIED

- ♦ Dr. Toumishey noted this was a great exercise as we will be preparing for orientation in the new year for the new Board.

6.3 Strategic Plan Progress Report - Dr. Toumishey

THAT the Governance Committee receive the report and make recommendation to the Board of Health for approval of the report as circulated and recommend that the 'Five Priorities' be complete.

MOTION:

Moved by: Jan

Seconded by: Jeffrey

CARRIED

- ♦ Dr. Toumishey reviewed the report noting that even with the impact of the pandemic much of the work was completed.
- ♦ Included with this report was the 'Five Priorities' document that had been approved by the Board previously.
- ♦ Dr. Toumishey proposed that with the delivery of the Strategic Plan Progress Report and the updated Strategic Plan that the 'Five Priorities' document be recommended as complete.

6.4 2022-2023 Strategic Plan - Dr. Toumishey

THAT the Governance Committee receive the report and make recommendation to the Board of Health for approval of this report as circulated.

MOTION:

Moved by: Michael

Seconded by: Jo-Anne

CARRIED

- ♦ Dr. Toumishey noted that additional goals and priorities were included in the updated plan and that we are preparing for the next strategic plan process but that we would probably make it for a shorter time period.
- ♦ Dr. Toumishey also updated the members regarding a meeting with Todd Smith, MPP around additional provincial appointees. Mr. Smith agreed to take this back to the province for discussion.

7. DATE OF NEXT MEETING - Wednesday, May 24, 2023

8. ADJOURNMENT**MOTION:**

Moved by: Jo-Anne

Seconded by: Jeffrey

CARRIED

THAT the Governance Committee meeting adjourn at 1:56 p.m.

Jan O'Neill, Chair - Governance Committee

Board of Health Briefing Note - Governance Committee

To:	Hastings Prince Edward Board of Health - Governance Committee
Prepared by:	David Johnston, Director of Corporate Services
Approved by:	Dr. Gemmill, Acting Medical Officer of Health
Date:	Wednesday, May 24, 2023
Subject:	Risk Management Progress Report
Nature of Board Engagement	<input checked="" type="checkbox"/> For Information <input checked="" type="checkbox"/> Strategic Discussion <input checked="" type="checkbox"/> Board approval and motion required <input checked="" type="checkbox"/> Compliance with Accountability Framework <input checked="" type="checkbox"/> Compliance with Program Standards
Action Required:	That the Governance Committee review the current Risk Management Progress Report and make recommendation for approval to the Board of Health (BOH) at the next BOH meeting.
Background:	<p><i>As per the Public Health Accountability Framework, Boards of Health shall have a formal risk management framework in place that identifies, assesses and addresses risks". The rationale for this requirement "Ensures Boards of Health are aware of and are taking action to mitigate known issues that may be creating a risk to the public's health or to the stability or competency of the organization."</i></p> <p>Hastings Prince Edward Public Health (HPEPH) has a comprehensive risk management policy and procedure. The Risk Management Committee has identified 14 risks for the organization, all requiring strategic mitigation action plans.</p> <p>The attached progress report lists the most recently identified risks and reflects progress and relevant activities for mitigation. Reports on the progress, resolution or addition of emerging risks in 2023 will be provided at the next Governance committee meeting.</p>

HPEPH - RISK MANAGEMENT PROGRESS REPORT (2023)
 Identified March 2022 - October 2022

Item #	Risk	Category	Likelihood	Impact	Risk Rating	Mitigation	Lead	Report Dates	
1	Potential increases to wait times for Seniors Dental clients.	Service Delivery, Political	3	3	9	Moderate Risk	1. Additional partnerships with the Dental providers in Belleville 2. Sharing space at Private Dental offices depending on availability of contract /casual dentist(s) 3. Partner/collaborate with CHCs to provide major dental work including emergencies (Gateway) 4. Use/create an index to determine patients in need (in progress) 5. Explore potential partnerships with dental colleges to do externships at the PHU 6. Hire new dentist (dentists working 5 days a week at the Belleville office) 7. Increase advocacy for funding (completed, effective)	Manager, Oral Health and Vision	Progress report to BOH in 2023
2	Difficulty recruiting dentists for program delivery.	Human Resources, Service Delivery	4	4	16	High Risk	1. Explore ways to hire new dentist (Hired) 2. Develop casual pool of available dentists - Offer short term contracts- weekly/bi-weekly 3. Potential partnerships with the Dental providers in Belleville 4. Sharing space at Private Dental offices depending on availability of contract/ casual dentist(s) 5. Partner/collaborate with CHCs to provide major dental work including emergencies	Manager, Oral Health and Vision	Progress report to BOH in 2023

HPEPH - RISK MANAGEMENT PROGRESS REPORT (2023)

Identified March 2022 - October 2022

Item #	Risk	Category	Likelihood	Impact	Risk Rating	Mitigation	Lead	Report Dates	
3	Loss of Technology because of Man Made or Natural Disaster impacting 179 North Park Computer Server availability (human error, loss of generator, fire, flood, etc.)	Governance, Organizational, Strategic, IT	2	5	10	Moderate-High Risk	1. Technology – DR/BC plan redesigned in 2016 to add 3rd party vendor with IAAS. 2. Workloads can be hosted remotely by IAAS vendor. Daily workload replications achieve established RPO and RTO objectives. Completed 2016. 3. Process – Workload replications tested monthly. IT DR/BC procedures testing biannually. Ongoing. 4. Program services status – Unknown, as no significant technology outage to HPEPH programs has ever occurred. Recommend program level operational readiness assessment, plans, & annual tabletop exercise/testing. Ongoing.	IT Manager, Director of Corporate Services	Progress report to BOH in 2023

**HPEPH - RISK MANAGEMENT PROGRESS REPORT (2023)
Identified March 2022 - October 2022**

Item #	Risk	Category	Likelihood	Impact	Risk Rating	Mitigation	Lead	Report Dates
4	Cyber Incident	Information, Knowledge, Governance, IT	2	5	10	Moderate-High Risk 1. People – Delivery of staff awareness campaigns. Development & delivery of training curriculum. Completed 2. Creation & delivery of targeted phishing campaigns. Completed 3. Process – Administrative safeguards/policies & checks for purchasing. Completed 4. Administrative safeguards/policies for safeguard fair use of signing authorities' digital signatures. Completed. 5. Onboarding & offboarding identity management, collection of assets. Completed 6. Remediation for staff falling below phishing campaign testing baseline (email Class of Service change). Completed 7. Technology – legacy technologies provisioned at relevant layers of stack (Gateway - SPAM, IPS, Web, WAF). Endpoint (client AV). Complete 8. ATP with cloud layer (sandboxing) added 2020. Complete 9. SIEM, machine learning/AI added 2021. Complete 10. Immutable layer for remote BC workload backup/replication added 2021. Completed. 11. New switching topology/w further micro segmentation adding 2022. To be completed early	IT Manager, Director of Corporate Services	Progress report to BOH in 2023
5	Unexpected staff leave (AA/EA)	Human Resources, Service Delivery	3	4	12	Moderate-High Risk 1. Cross training for all AAs/EA 2. Regular AA/EA meetings; job info sharing 3. Review of tasks/processes to find efficiencies-streamline 4. Job shadowing during slower times 5. Procedural manual for all positions	Director of Corporate Services, AA's & EA	Progress report to BOH in 2023

**HPEPH - RISK MANAGEMENT PROGRESS REPORT (2023)
Identified March 2022 - October 2022**

Item #	Risk	Category	Likelihood	Impact	Risk Rating		Mitigation	Lead	Report Dates
6	Unplanned staffing changes due to lack of a multi-year forecasted budget	Financial, Human Resources, Information, Political, Public Perception	5	4	20	High Risk	1. Clarify internal budget cycle dates 2. Apply a projected increase to all budget areas 3. Notify executive and management of draft implications and increase education with management	Finance Manager, Director of Corporate Services	Progress report to BOH in 2023
7	Lack of detailed fixed asset register/general asset list	Financial, Governance, Public Perception	5	4	20	High Risk	1. Create easy to follow spreadsheet including asset, location and replacement cost, create procedure to report asset purchase, create videos/photos as back up to spreadsheet.	Finance Manager, Director of Corporate Services	Progress report to BOH in 2023

Board of Health Briefing Note - Governance Committee

To:	Hastings Prince Edward Board of Health - Governance Committee
Prepared by:	David Johnston, Director of Corporate Services
Approved by:	Dr. Gemmill, Acting Medical Officer of Health
Date:	Wednesday, May 24, 2023
Subject:	Update for Strategic Planning for 2024
Nature of Board Engagement	<input checked="" type="checkbox"/> For Information <input checked="" type="checkbox"/> Strategic Discussion <input type="checkbox"/> Board approval and motion required <input type="checkbox"/> Compliance with Accountability Framework <input type="checkbox"/> Compliance with Program Standards
Action Required:	That the Governance Committee review the briefing note and recommend taking forward to the Board of Health.
Background:	<p><i>In accordance with the Ministry of Health Accountability Framework – Organizational Requirements, Boards of Health shall have a strategic plan that establishes strategic priorities over 3 to 5 years, includes input from staff, clients, and community partners, and is reviewed at least every other year. This approach ensures boards of health take a longer term and higher level perspective to addressing local community needs and are establishing organizational priorities for change and growth.</i></p> <p>The current HPEPH strategic plan was developed in 2019 and expires at the end of 2023. To ensure HPEPH continues to remain accountable and focused into 2024 and beyond, a new strategic planning process has been initiated with a series of workshops planned for early Fall 2023.</p> <p>The strategic planning process will be supported by Erik Lockhart, Senior Facilitator with Queens University Smith School of Business. Prior work with Mr. Lockhart resulted in an efficient and engaging process that supported multi-stakeholder engagement. More information will be shared on the workshop schedule as it becomes available.</p>

Board of Health Briefing Note - Governance Committee

To:	Hastings Prince Edward Board of Health - Governance Committee
Prepared by:	David Johnston, Director of Corporate Services
Approved by:	Dr. Ian Gemmill, Acting Medical Officer of Health
Date:	Wednesday, May 24, 2023
Subject:	Deputation Requests to the Board of Health
Nature of Board Engagement	<input type="checkbox"/> For Information <input checked="" type="checkbox"/> Strategic Discussion <input checked="" type="checkbox"/> Board approval and motion required <input checked="" type="checkbox"/> Compliance with Accountability Framework <input type="checkbox"/> Compliance with Program Standards
Action Required:	THAT the Governance Committee review the attached policy and procedures to present to the Board of Health for approval at its next meeting.
Background:	<p><i>Through Good Governance and Management Practices, “boards of health shall develop and implement policies or by-laws regarding the functioning of the governing body, including ... rules of order and frequency of meetings; preparation of meeting agenda,”</i></p> <p>The Governance Package that was approved by the Board of Health on May 4, 2022 contains By-Law 2022-04, a by-law to provide rules governing the proceedings of the Hastings & Prince Edward Counties Health Unit Board of Health. Deputations (#9) is found under Order of Business. To date there has been no policy or procedures created around deputations by the public to the Board. While the Health Unit does not receive many requests by the public to present to the Board, we do receive many inquiries, so it would be prudent to have procedures set out for staff on how to deal with these requests and inquiries. The attached policy and accompanying procedures have been created to correct this.</p> <p>In consultation with the Medical Officer of Health, the Chair and Vice Chair of the Board, deputation and delegation policies from a number of other health units and community organizations have been reviewed with relevant sections being adopted to develop the attached policy and procedures.</p>
Recommendation:	The Board will be asked to approve the policy as submitted. If approved, it will be added to the next revision of the Governance Package in 2024.

**HASTINGS PRINCE EDWARD PUBLIC HEALTH
POLICIES AND PROCEDURES**

Section:	BOARD OPERATIONS
Policy:	Deputation Requests to the Board of Health
Approved by:	Hastings Prince Edward Board of Health
Date:	TBD

PURPOSE:

1. To provide a clear and consistent process to receive and respond to requests from the public who want to address the Hastings Prince Edward Board of Health (Board).
2. Supports accountability and transparency between the Board and the public.

POLICY:

1. The Board of Health will provide access to open meetings for members of the public to observe, or to present issues of public health mandate as noted in the Ministry of Health's Ontario Public Health Standards, by way of a formal deputation.
2. All deputations will be reviewed and approved for addition to a Board meeting agenda at the discretion of the Board Chair and Vice Chair in collaboration with the Medical Officer of Health.
3. Deputations will only be granted to residents of Hastings and Prince Edward Counties and on issues of interest to the Board.
4. Individuals who do not wish to appear in person may submit a written submission for inclusion in the public Board agenda (see Procedure below).
5. A deputation to the Board can be made by an individual either on his/her own behalf or as a representative of an organization or community group (delegation) on an approved public health matter (see #2 above).
6. Up to two speakers can participate in one deputation, limited to a total of not more than 10 minutes. There will be no more than two deputations per Board meeting.
7. Approved deputations will be scheduled at the next possible Board meeting providing it can be added to the agenda without any timing issues or as requested.
8. Delegations may only appear once on the same matter within a one-year period, unless a recommendation pertaining to the same matter is included on the agenda within a one-year period and only to provide additional or new information.
9. Deputations will not be permitted at Board Committee meetings as these are not decision-making entities and do not consist of all members of the Board.

PROCEDURE:

1. Submit a completed *Board of Health Deputation Request* form found on the Hastings Prince Edward Public Health website at <https://www.hpepublichealth.ca/board-of-health/>. All fields must be completed with as much information and detail as possible on the subject matter. If you do not have access to the internet/website you can phone Public Health at 613-966-5500, ext. 231 and we will complete a request for you.
2. A letter can be submitted, either via Canada Post or by email at info@hpeph.ca noting in the Subject Line: Board of Health Deputation Request. The request should provide the following information:
 - a. Requestor's name, address, telephone number and email address. The Board will not accept anonymous requests or communications.
 - b. Full names of speakers and/or presenters and/or a list of individuals who will be attending the meeting.

**HASTINGS PRINCE EDWARD PUBLIC HEALTH
POLICIES AND PROCEDURES**

Section:	BOARD OPERATIONS
Policy:	Deputation Requests to the Board of Health

- c. Date you wish to present your deputation to the Board (dates of Board meetings can be found on our website at <https://www.hpepublichealth.ca/board-of-health/>).
 - d. A detailed summary of the subject matter and/or a copy of any materials that will be presented, the outcome that is sought or if for information purposes only and what action is requested by the Board.
 - i. Comments that are submitted anonymously or include defamatory language will not be accepted or form part of the official meeting record.
 - ii. Correspondence must be addressed to the Board of Health.
 - iii. Emails/correspondence sent to individual Board members or Public Health staff that are copied to the Board, MOH or Executive Assistant via cc will not be considered.
 - e. An overview of you and/or your group.
 - f. Your signature.
 - g. If mailing your request, mail to: Hastings Prince Edward Public Health, c/o Board of Health, 179 North Park Street, Belleville, ON K8P 4P1.
3. You will be notified if your request is approved/not approved, and if applicable, confirm the date of your deputation. You may be contacted to provide additional information. A date will not be set for the deputation until all information has been received by the Board, as outlined above. A reason will be given if your request is not approved.
 4. Deputation requests must be received at least 14 days before the date of the meeting at which you wish to speak. Please note, your request, including your contact information will be included in the agenda package for the specified meeting date and therefore will be posted to our website.
 5. Should you wish to show a PowerPoint presentation, it must be received along with your written/electronic request form so it can be reviewed for acceptable content. If it is approved to be presented, you will be asked to send it electronically at a later specified date.
 6. Should you wish to record or videotape the proceedings of a Board meeting, you will need to follow the instructions as set out in this Procedures section.
 7. All material presented and discussed at the Board meeting will become public information.
 8. If your deputation includes a group of people, you will be required to designate not more than two spokespersons. As noted above, the Board will allow no more that two people to address the Board during the deputation.
 9. If you or anyone in your group changes the delegation topic to something that was not previously approved is not in keeping with the decorum of the meeting, acts contrary to any of the rules noted below, or in contravention of the Ontario Human Rights Code, you will be asked by the Chair to cease and come to order. If you and/or anyone in your delegation do not cease or come to order you will be asked by the Board Chair to leave the meeting immediately.
 - a. No behaviour is permitted that interrupts the conduct of a meeting.
 - b. No one may use disrespectful language, gestures or offensive words.
 - c. Signs and T-shirts with offensive language or slogans are not permitted.
 - d. Taking photos and/or making recordings of any kind are not permitted unless prior permission has been given.

For further information see *General Expectations for Deputations and for Observers*.

Board of Health Deputation Request Form

First Name:		Last Name:	
Street Address:			
City/Town:		Postal Code:	
Phone:		Alternate Phone:	
Email:			
Municipality you live in (check one)	<input type="checkbox"/> City of Belleville <input type="checkbox"/> City of Quinte West <input type="checkbox"/> Hastings County <input type="checkbox"/> Prince Edward County		
Date you wish to present: (Check the website for dates)	Click or tap to enter a date.		
Brief statement of the subject matter you wish to discuss Text goes here			
What action are you requesting of the Board Text goes here			
Overview of your delegation (names of speakers and individuals attending the meeting, name of organization, etc.) Text goes here			
Signature (by entering your full name below, this will serve as your signature)			

See below for more information regarding speaking at and attending Board meetings.