

alPHa  
Association of Local  
Public Health Agencies

Afternoon Session  
Feb. 23, 2018

There was 3 afternoon sessions, 1) A Lunch and Learn, The Power of Healthy Tension  
2) Strategic Directions, 3) Administering the New Public Health Standards and Electronic Meetings.

**The Power of Healthy Tension**

The presenter was Tim Arnold, He is a leadership and team building expert who helps leaders get unstuck by providing steps to allow them to unite their team, spark change and live their values in both their professional and personal lives.

Why is Healthy Tension important? It helps you and your team to be relevant and timely. His presentation addressed how to unite your team, spark change and get unstuck using relevant and timely plans that are practical and actionable.

He believes that healthy tension can also help to make things interactive and maybe fun.

His theme was mastering unsolvable problems by achieving health tension between conflicting values.

The main issues within a team is the ability of a leader to accept change. **Getting things done**, the ying and yang, If you want something done right do it yourself as opposed to two heads are better than one.

**The secret to success**, If at first you don't succeed, try and try again as opposed to don't beat a dead horse.

**Relationships**, Absence makes the heart grow fonder as opposed to out of sight out of mind.

From President Barak Obama, " The issues that cross my desk are hard and complicated, and often times involve the clash not of right and wrong, but two rights. And you are having to balance and reconcile against competing values that are equally legitimate.

If a Leader to be successful they need to be in tune with the possibility that there is more than their opinion that has a solution to any situation.

## **Strategic Directions**

The Facilitator was Glen Paskiw, Managing Director of Enterprise Inc. We had a table top exercise to provide input into aiPHa Strategic Direction for 2018 and beyond.

There was 3 questions requiring input from the group:

- 1) What are the current strengths and weakness of aiPHa.
- 2) Current opportunities/threats important for aiPHa to consider/threats important for aiPHa to consider.
- 3) Top 3 priorities of aiPHa.

### **1) Strengths.**

Good voice with Government and Public Health Ontario  
Linkages to other partners/networks  
Strong board and balanced representation  
Great place and way to learn at aiPHa conferences  
Represents Ontario Public Health Agencies.

### **Weakness**

The role of affiliates and their connection to aiPHa  
Funding model, do not want to raise fees or go to the government for more funding  
Sometimes always the same people who are engage, singular vision,. We need to ensure that every board member through a rotational basis attend a conference  
Need for increased communication to all board members and citizens  
Share media releases from all board areas  
Municipal and Provincial elections to be used to educates about aiPHa and who we are.

### **2) Opportunities.**

Municipal and Provincial election we need to talk with candidates to educate them about aiPHa and who we are.  
Continue to assess priorities  
Orientation of Board Members need to enhance

### **Threats.**

Ensure funding levels are maintained and increased if possible

### 3) Priorities

Consistent message on next priorities

Public education to advance the value of public health

Engagement of the field through interactive events.

At this meeting the The Medical Officers of Health were in a separate room, there is a need to ensure that both parties are in the same room to ensure that everyone is on the same page.

### Administering the New Public Health Standards and Electronic Meetings

The presenter was James LeNoury, Counsel to aiPHa

The new standards were released November 16. 2017 and the effective date was January 1 2018.

The main talking points were:

#### **New Ontario Public Health Standards**

Applicable Legislation

Accountability

Administration

#### **Electronic Meetings**

Applicable Legislation

Requirements

Administration

#### **New Ontario Public Health Standards**

The act was released Nov. 16, 2017 and the effective date was Jan. 1, 2018

#### **The Health Protection and Promotion Act – Purpose**

The purpose of this Act is to provide for the organization and delivery of public health programs and services, the prevention of the spread of disease and the promotion and protection of the health of the people of Ontario.

#### **Provide Programs and Services.**

- Community sanitation and the prevention or elimination of health hazards
- Provision of safe drinking water by small drinking water systems
- Control of infectious and reportable diseases, including providing immunization services to children and adults
- Health promotion, health protection, and disease and injury prevention



- Family health
- Collection and analysis of epidemiological data, and
- Such additional health programs and services as prescribed by the regulations.

## **Electronic Meetings**

### **Meetings under the Municipal Act.**

Every Municipality and local board shall pass a procedure bylaw for governing the calling, place and proceedings of meetings.

### **Amended Definition of 'Meeting'**

The original definition of "meeting" in the Act is repelled and the following substituted: "meeting" means any regular, special or other meeting of a council, of a local board or a committee of either of them, where,

(a) a quorum of members present, and

(b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

The Northern Health Units were concerned that if because of weather a meeting site needs to be changed how do we inform the public. Counsel indicated the public needs to be informed by what ever means, radio message or other means. The Ministry wants complete transparency and openness.

**The Act has been amended that members participating in an electronic meeting cannot be counted in determining a quorum nor can they vote on any motions.**

**The Act does not allow any member to participate in an in-camera meeting who are participating electronically.**

There is a need to pass a bylaw for electronic meeting policy. Attached please find an example of an Electronic Meeting Policy.

An example of an Electronic Meeting policy is attached.

**NOTICE: EXAMPLE ELECTRONIC MEETING POLICY:** The following Electronic Meeting Policy is for example purposes only. It must not be implemented without the review of your board of health's legal counsel to ensure that it meets the requirements of your board of health and the legislation.

***Policy Section: Members of the board of health and the Board***

***Policy Name:*** Electronic Meetings

Cross Reference: *Ontario Municipal Act: Videoconference Users' Guide Policy No.#,*

Date Approved: \_\_\_\_\_; Dates Revised: \_\_\_\_\_; Last Reviewed: \_\_\_\_\_

Review by: 2019

**Policy Statement**

It is the policy of the **[Insert name of]** board of health that electronic meetings will be utilized as an enabling tool for all aspects of business operations of the system, and that:

- i. Meetings of the board or a committee of the board utilizing electronic means be held when and where such meetings are organized consistent with the guidelines and procedures set out within this policy;
- ii. Members of the board of health, staff and public participating in these meetings are governed and regulated according to the procedures and parameters set forth within the guidelines and procedures set out within this policy as well as the operational by-laws of the Board and the *Municipal Act*;
- iii. The equipment necessary to enable meetings to take place is operated and controlled in the manner set forth within the guidelines and procedures set out within this policy;

**Rationale**

The **[Insert name of]** Board has a significant geographical area to serve. Members of the board of health may use technology to provide opportunities for fulfilling their commitment to the board in carrying out their responsibilities. Members of the public must have access to meetings of the board to ensure community awareness of board activities.

Electronic meetings must be designed to enable participation in meetings and work of the board. Their design must conform to the requirements of the *Municipal Act*.

**Guidelines**

**1.0 Attendance – Members of the board of health**

- 1.1 A member of the board of health who participates in a meeting through electronic means in accordance with the board policy and the *Municipal Act* shall be deemed to be present at the meeting as permitted in accordance with the *Municipal Act*.



- 1.2 In accordance with section 283(3.1) of the *Municipal Act*, as amended a member of the board of health who participates in a meeting through electronic means shall not be counted in determining whether a quorum of members is present at any point in time.
- 1.3 Members of the board of health who elect to participate through electronic means must participate under the Procedural Guidelines as set out in Appendix A.
- 1.4 The board shall, provide the appropriate technology ensuring the electronic participation in a meeting as permitted.
- 1.4.1 The board may refuse to provide the electronic means of participation where to do so is in compliance with the *Municipal Act*.
- 1.5 At every meeting of the board or of a committee of the whole board, the following persons shall be physically present in the meeting room of the board:
- i. The chair of the board or committee of the whole [or his/her designate]
  - ii. A quorum of the members of the board
  - iii. The Medical Officer of Health or his/her designate
- 1.6 At every board committee meeting, except a committee of the whole board, the following persons shall be physically present in the meeting room of the committee:
- i. The chair of the committee [or his/her designate]
  - ii. The Medical Officer of Health or his/her designate
- 1.7 From time to time, by motion of the board, meetings of the board, or committee of the whole, or committee of the whole (in-camera) may be scheduled as face-to-face meetings. A face-to-face meeting is defined as a meeting where members are required to attend in person at the designated meeting room.
- 1.8 Conditions for access to electronic meetings are governed by:
- i. Purpose of the meeting
  - ii. Composition of participants in the meeting
- 1.8.1 All scheduled board meetings and committee of the whole board are accessible via electronic means for all participants at designated sites.  
Exceptions to 1.8.1 include:
- i. Members of the board of health may access scheduled board and committee of the whole meetings electronically from places other than the designated sites when they are accessing the meeting from a location outside the jurisdiction of the board, or within the jurisdiction of the Board under circumstances, with the approval of the chair of the meeting.
  - ii. The public may not access committee of the whole (in camera) as per the *Municipal Act*.
- 1.9 Committee of the Whole meetings will be accessed electronically as per this policy but members of the board of health may attend in person at the designated meeting room.

- 1.10 Board meetings which are scheduled face-to-face may be accessed electronically as per this policy but members of the board of health are encouraged to attend in person at the designated meeting room.
- 1.11 Despite the provisions in this Policy that provide for a member of the board of health to attend a meeting by electronic means a member of a board of health shall be physically present at a meeting of the whole board of health room of the board for at least three regular meetings of the board in each 12-month period beginning January 1, 2018.

## **2.0 Electronic Meetings – Procedure for Meetings of the Board**

- 2.1 All members of the board of health should have a hard or electronic copy of the board package, including the agenda, prior to the meeting for reference during an electronic meeting.
- 2.2 All members of the board of health and the public should have a copy of the committee's agenda prior to the committee meeting for reference during an electronic meeting.
- 2.3 The chair of the board shall ensure that declarations of conflict of interest are heard by all members of the board of health and the public in attendance and that those participating by electronic means outside the meeting room of the board have an opportunity to verbally declare any conflict.
- 2.4 Committee of the whole (in-camera) is a meeting closed to the public.
- 2.5 In accordance with section 238 of the *Municipal Act* a member of a board of health shall not participate electronically in an in camera meeting of the committee of the whole or any subcommittee.
- 2.6 The chair of the committee of the whole shall make a reasonable effort by communicating with the site monitor to ensure access to committee of the whole (in-camera) is not available for the public.
- 2.7 The board shall provide electronic means for members of the public to participate in meetings open to the public at sites to be determined by the board from time to time. Their participation shall be limited to:
- i. Observing/listening to proceedings of the board
  - ii. Responding to board activities and/or providing input during the period of the board agenda "Observer Comments", as permitted.
- 2.8 The meeting room of the board or of a committee of the board shall be open to permit physical attendance by members of the public. It is understood that this provision does not apply where a meeting is closed to the public in accordance with the *Municipal Act*.

## **3.0 Exceptions**

- 3.1 Where the requirements of sections 1.4 and 1.5 cannot be fulfilled, the meeting is declared cancelled or an alternative face-to-face meeting may be scheduled.

## **APPENDIX A – PROCEDURAL GUIDELINES**



## 1. Electronic Means

- 1.1 Electronic means shall include teleconferencing and videoconferencing.
- 1.2 Teleconferencing and videoconferencing will be provided by the board on telephones, video monitors, or communications centers at designated sites.
- 1.3 During the meeting proceedings, the audio guidelines developed by the board will be followed.
- 1.4 Operational guidelines will be developed to ensure the meetings have trained site monitors with clearly defined responsibilities.

## 2. Electronic Meetings

- 2.1 Committee of the whole (in-camera) is closed to the public. The individuals who have been designated by the Medical Officer of Health under paragraph 3.5 to operate and monitor the electronic means will open and close the site's electronic means according to:
  - i. The requirements of the *Municipal Act*, and
  - ii. Directions of the chair.
- 2.2 In accordance with section 238 of the *Municipal Act* a member of a board of health shall not participate electronically in an in-camera meeting of the committee of the whole or any subcommittee.
- 2.3 The board will establish a list of sites where members of the board of health, the pupil representative and/or public can gain access to board or committee meetings via electronic means. These sites will be the official electronic access points of the board and where appropriate the public will be notified of the time and place. Additional sites may be added on an as needed basis.
- 2.4 The individual designated under paragraph 3.5 has the authority of the chair to shut off a site 30 minutes after the meeting has commenced if:
  - i. No members of the board of health are accessing the meeting electronically, and
  - ii. No members of the public are in attendance.
- 2.5 In the event that a board meeting that is being accessed electronically is encountering interference and/or disruption by electronic participants, the chair shall warn the participants the first time, advise them a second time that any further disturbance/interference continues, and on further disturbance/interference, direct the site monitor to shut off the electronic access.
- 2.6 No board member will be denied access at any time under section 2.4.

## 3. Attendance



- 3.1 Roll call for all meetings shall be taken verbally and duly recorded to ensure members of the board of health are recognized as in attendance.
- 3.2 In accordance with section 283(3.1) of the *Municipal Act*, as amended a member of the board of health who participates in a meeting through electronic means shall not be counted in determining whether a quorum of members is present at any point in time.
- 3.3 Members of the board of health participating in an electronic meeting shall notify the chair of their departure (either temporary or permanent) from the meeting before absenting themselves in order to ensure a quorum is maintained.
- 3.4 Members of the board of health must request participation by electronic means at least 36 hours in advance through the chair of the board or the chair of the meeting.
- 3.5 Electronic means will only be available to the public in designated sites other than the designated meeting room of the board.
- 3.6 The Medical Officer of Health will designate various individuals to be in attendance at these sites to operate and monitor electronic means.

#### **4. Voting at Electronic Meetings**

- 4.1 In preparation of board motions, members must indicate their willingness to let their name stand as mover and seconder. Prior to the vote, the chair will read each motion and indicate the member who has moved the motion and the member who is seconding it.
- 4.2 The Chair will call the vote for:
  - i. Those in favour of the motion
  - ii. Those opposed to the motion.The Chair will make the decision whether the motion was carried or defeated.
- 4.3 The ruling of the chair may be appealed by any member.
- 4.4 When a ruling is appealed, the chair will poll the members alphabetically by their last name to verify the decision. It should be noted this is not a recorded vote as per the procedural guidelines of board meetings.
- 4.5 If subsequent rulings are appealed during the meeting, the chair will poll the members as set out in 4.4 beginning at the second name on the next appeal, the third name on the next appeal, etc. until all members have had the opportunity to vote first.