

**Board of Health for the
Haliburton Kawartha Northumberland Peterborough Health Unit
MEETING AGENDA
Thursday, May 15, 2025, 1:00 – 3:30 p.m.
Hiawatha L.I.F.E. Services and Administration Office
431 Hiawatha Line, Hiawatha First Nation**

1. Call to Order

2. Welcome – Chief Laurie Carr, Hiawatha First Nation

3. Declaration of Conflict of Interest

4. Adoption of the Agenda

5. Adoption of Regular Minutes

5.1. April 16, 2025

- Cover Report
- a. Minutes, April 16, 2025

6. Business Arising

6.1. alPHa Membership

7. Medical Officer of Health Updates

8. Consent Items to be Considered Separately

9. Reports

9.1. Report: Policy Approvals

- Cover Report
- a. Draft Policy – Board Leadership and Committee Membership Selection
- b. Draft Policy – Health and Safety

9.2. Report: Formation of Governance Working Group

- Cover Report

9.3. Report: Indigenous Health Advisory Circle

- Cover Report
- a. Minutes, February 28, 2025

10. Consent Items *(nil)*

11. New Business

12. Correspondence *(nil)*

13. In-Camera Session

The Board will proceed in camera to discuss five items in accordance with the Municipal Act, 2001:

- *Section 239(2)(d) Labour relations or employee negotiations*
- *Section 239(2)(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.*
- *Section 239(3.1) Education or training*

14. Motions From In Camera Session

15. Date of Next Meeting

Wednesday, June 18, 2025 – 5:00 p.m. – 7:30 p.m.
Multipurpose Rooms, 185 King Street, Peterborough ON

16. Adjournment

**HALIBURTON KAWARTHA NORTHUMBERLAND PETERBOROUGH HEALTH UNIT
BOARD OF HEALTH**

TITLE:	Meeting Minutes for Approval
DATE:	May 15, 2025

PROPOSED RECOMMENDATIONS

That the Board of Health for the Haliburton Kawartha Northumberland Peterborough Health Unit approve meeting minutes for April 16, 2025.

ATTACHMENTS

- a. [Draft Minutes, April 16, 2025](#)

**Board of Health for the
Haliburton Kawartha Northumberland Peterborough Health Unit
DRAFT MEETING MINUTES
Wednesday, April 16, 2025, 5:00 – 7:30 p.m.
Meeting Rooms, 108 Angeline Street South, Lindsay ON**

In Attendance:

Board Members:

**Deputy Mayor Ron Black, Chair
Warden Bonnie Clark (*joined at 5:06 p.m.*)
Councillor Dan Joyce
Councillor Nodin Knott (virtual)
Councillor Joy Lachica (virtual)
Mayor John Logel
Dr. Ramesh Makhija (virtual)
Mr. David Marshall
Mr. Dan Moloney
Councillor Tracy Richardson
Councillor Keith Riel
Councillor Cecil Ryall**

Staff:

**Dr. Thomas Piggott, Acting Medical Officer of Health & Chief Executive Officer
Dr. Natalie Bocking, Acting Deputy Medical Officer of Health
Ms. Ashley Beaulac, Manager, Communications
Ms. Martha Faulkner, Public Health Nurse
Ms. Alida Gorizzan, Executive Assistant (Recorder)
Ms. Michelle McWalters, Executive Assistant
Mr. Larry Stinson, Director of Finance, Facilities & IT / Chief Transformation Officer
Mr. Matthew Vrooman, Director of People & Communications**

Absent with regrets:

**Mayor Olena Hankivsky
Mr. Paul Johnston
Dr. Hans Stelzer
Councillor Kathryn Wilson**

1. Call to Order

The Chair called the meeting to order at 5:01 p.m.

2. Land Acknowledgement

3. Declaration of Conflict of Interest

There were no declarations of conflict of interest.

4. Adoption of the Agenda

MOTION:

That the agenda be approved as circulated.

Moved: Mayor Logel

Seconded: Councillor Richardson

Motion carried. (2025-054)

5. Adoption of Regular Minutes

5.1. March 20, 2025

MOTION:

That the Board of Health for the Haliburton Kawartha Northumberland Peterborough Health Unit approve meeting minutes for March 20, 2025.

Moved: Mr. Moloney

Seconded: Dr. Makhija

Motion carried. (2025-055)

6. Business Arising

7. Delegations and Presentations

7.1. Presentation: Peterborough Youth Substance Use Prevention Initiative

MOTION:

That the Board of Health for the Haliburton Kawartha Northumberland Peterborough Health Unit receive the following for information:

- Title: Peterborough Youth Substance Use Prevention Initiative
- Presenters:
 - Martha Faulkner, Public Health Nurse, HKNP
 - Lora Keitel, Coordinator, Peterborough Drug Strategy

Moved: Warden Clark

Seconded: Mr. Marshall

Motion carried. (2025-056)

8. Medical Officer of Health Updates

MOTION:

That the Board of Health for the Haliburton Kawartha Northumberland Peterborough Health Unit receive the Medical Officer of Health Update for information.

Moved: Mayor Logel
Seconded: Councillor Ryal
Motion carried. (2025-057)

9. Consent Items to be Considered Separately

10. Reports

10.1. Report: Stewardship Committee

MOTION:

That the Board of Health for the Haliburton Kawartha Northumberland Peterborough Health Unit receive the following items for information:

- a. Stewardship Committee Minutes, February 10, 2025
- b. HKNP 2025/26 Merger Budget

Moved: Councillor Ryall

Seconded: Mr. Marshall

Motion carried. (2025-058)

That the Board of Health for the Haliburton Kawartha Northumberland Peterborough Health Unit approve the following:

- c. Procurement Policy (new)
- d. By-Law 2 – Banking and Finance (revised)
- e. By-Law 5 – Duties of Officers and Management of Board (revised)

Moved: Councillor Richardson

Seconded: Mr. Marshall

Motion carried. (2025-059)

10.2. Report: Association of Local Public Health Agencies Membership Approval

MOTION:

That the Board of Health for the Haliburton Kawartha Northumberland Peterborough Health Unit:

- receive the letter dated April 1, 2025 from the Association of Local Public Health Agencies (alPHa) regarding 2025-26 membership; and,
- approve the 2025-26 membership fee in the amount of \$20,796.90, pending the receipt of financial information acceptable to the Chair.

Moved: Warden Clark

Seconded: Councillor Ryall

Motion carried. (2025-060)

10.3. Report: Merger Progress Update

MOTION:

That the Board of Health for the Haliburton Kawartha Northumberland Peterborough Health Unit receive the report, Merger Progress Update, for information.

Moved: Councillor Lachica

Seconded: Dr. Makhija

Motion carried. (2025-061)

11. Consent Items

12. New Business

13. Correspondence

14. In-Camera Session

MOTION:

That the Board of Health go In Camera at 6:08 p.m. to discuss two items in accordance with the Municipal Act, 2001, Section 239(2):

(b) Personal matters about an identifiable individual, including Board employees; and,
(d) Labour relations or employee negotiations.

Moved: Councillor Lachica

Seconded: Mr. Moloney

Motion carried. (2025-062)

MOTION:

That the in-camera session be dissolved, and the membership return to open session at 7:04 p.m.

Moved: Mr. Marshall

Seconded: Mayor Logel

Motion carried. (2025-063)

15. Motions From In Camera Session

That the Board of Health for the Haliburton Kawartha Northumberland Peterborough Health Unit:

- approve the procedural recommendation as discussed, related to In Camera item 5.1 - Confidential update pertaining to exception Section 239(2)(d).
- receive for information, In Camera item 6.1 - Confidential update pertaining to exception Section 239(2)(b).

Moved: Warden Clark

Seconded: Mr. Marshall

Motion carried. (2025-064)

16. Date of Next Meeting

Wednesday, May, 15, 2025 – 1:00 p.m. – 3:30 p.m.
Hiawatha L.I.F.E. Services and Administration Office
431 Hiawatha Line, Hiawatha First Nation

17. Adjournment

MOTION:

That the meeting be adjourned at 7:07 p.m.

Moved: Councillor Lachica

Seconded: Dr. Makhija

Motion carried. (2025-065)

**HALIBURTON KAWARTHA NORTHUMBERLAND PETERBOROUGH HEALTH UNIT
BOARD OF HEALTH**

TITLE:	Policy Approvals
DATE:	May 15, 2025

PROPOSED RECOMMENDATIONS

That the Board of Health for the Haliburton Kawartha Northumberland Peterborough Health Unit approve the following policies:

- Board Leadership and Committee Membership Selection; and,
- Health and Safety.

BACKGROUND

The Board Leadership and Committee Membership Selection policy incorporates elements of both legacy Board policies. The review of expressions of interest was previously a function of the PPH Board Governance Committee; given that this no longer exists, the proposed process has been modified accordingly.

The Health and Safety policy was drafted by a working group comprising of members of each legacy organization's Joint Occupational Health and Safety Committee (JOHSC) and is required for the HKNP's multi-site JOHSC application to the Ministry of Labour. Development of organizational-level health and safety policies is underway.

ATTACHMENTS

- a. [Draft Board Leadership and Committee Membership Selection Policy](#)
- b. [Draft Health and Safety Policy](#)

Policy	DRAFT Board Leadership and Committee Membership Selection
Section	Board of Health
Number	02-08
Policy Lead	Board of Health
Approval Level	Board of Health
Original Approval	YYYY-MMM-DD
Reviewed/Revised	YYYY-MMM-DD
Next Review	YYYY-MMM-DD
Associated HKNP Procedures and Forms	Procedure – Board Leadership and Committee Membership Selection

POLICY

PURPOSE

The purpose of this policy is to outline the process for the election of officers of the Board of Health, as well committee appointments, to ensure that the needs and composition of Board leadership and its committees are met.

POLICY DETAILS

To ensure the Board of Health can fulfill its legislative duties, and in accordance with By-Law 3, Calling of and Proceedings at Meetings, the HKNP Board of Health is required to elect the Chair and Vice Chair, and appoint members to its committees, at the first meeting of each year.

The Chair and the Vice Chair will not hold office for more than two consecutive years, unless the Board of Health grants an extension of one year, by motion.

The Board may also establish working groups, from time to time, that will be of an ad-hoc nature and will dissolve upon completion of the assigned task.

Members are encouraged to serve on at least one committee or working group, if possible.

The Board or its committees may also seek expertise from community members, as required, for occasional or project-specific support, which are subject to approval by the Board or Committee Chair. Community member appointments to the Indigenous Health Advisory Circle (IHAC) are recommended by IHAC, and require Board approval as they receive a meeting honourarium.

PROCEDURE – BOARD LEADERSHIP AND COMMITTEE MEMBERSHIP SELECTION

PROCEDURE DETAIL

1. For Board Leadership and Committee Expression of Interest (EOI), the process in non-municipal election years is as follows:
 - 1.1. A call for EOI will be issued by the Executive Assistant (EA) via e-mail on October 1st of each calendar year (or the closest Monday).
 - 1.2. Board of Health members will be sent an EOI survey to complete no later than fourteen (14) days after the initial call.
 - 1.3. Results will be reviewed by the Chair, Vice Chair, the Medical Officer of Health and Chief Executive Officer (MOH/CEO), with two additional Board member volunteers. Alternates will be selected for the Board if the Chair and/or Vice Chair are unavailable, or wish to recuse themselves if seeking re-election. Based on the information gathered and the predetermined needs of the Board, a recommendation will be provided to the Board for leadership positions and committee membership for the coming year at their January meeting.
2. In municipal election years:
 - 2.1. A call for EOI will be issued by the EA via e-mail to First Nation Council representatives and Provincial Appointees ONLY on October 1st (or the closest Monday). Those members will be sent an EOI survey to complete and submit to the EA no later than fourteen (14) days after the initial call.
 - 2.2. Once HKNP has received notification from member municipalities regarding municipal representatives appointed to the Board of Health (normally by mid-December), those members will be sent an EOI survey by the EA, with a request to complete no later than seven (7) days after the initial notification.
 - 2.3. Results will be reviewed by the Chair, Vice Chair, the Medical Officer of Health and Chief Executive Officer (MOH/CEO), with two additional Board member volunteers. Alternates will be selected for the Board if the Chair and/or Vice Chair are unavailable, or wish to recuse themselves if seeking re-election. Based on the information gathered and the predetermined needs of the Board, a recommendation will be provided to the Board for leadership positions and committee membership for the coming year at their January meeting.

RELATED HKNP DOCUMENTS

Remuneration of Community Members

VERSION HISTORY

DATE	LEAD	DESCRIPTION
May 15, 2025	A. Gorizzan	Original

Policy	Draft Health and Safety
Section	Health and Safety
Number	02-09
Policy Lead	Director of People & Communications
Approval Level	Board of Health
Original Approval	YYYY-MM-DD
Reviewed/Revised	YYYY-MM-DD
Next Review	YYYY-MM-DD
Associated HKNP Procedures and Forms	

POLICY

PURPOSE

To provide a safe and healthy workplace for all employees and to ensure ongoing compliance with the Occupational Health and Safety Act (OHSA) and applicable Regulations.

POLICY STATEMENT

The Haliburton Kawartha Northumberland Peterborough (HKNP) Health Unit is committed to the prevention of physical and psychological illness and injuries to all employees.

POLICY DETAILS

In partnership with all employees, supervisors/managers, and senior leaders, the Health Unit is dedicated towards eliminating the risk of work-related illness and injury through the recognition, assessment, and control of hazards in the workplace. The Health Unit will ensure that employees are aware of actual and potential hazards and their controls and are properly trained to protect their health and safety. The Health Unit is committed to establishing and maintaining a Joint Health and Safety Committee (JHSC).

The Health Unit is also committed to ensuring supervisors/managers, senior leaders, and the Board of Health are competent in fulfilling their duties to protect employee's health and safety through developing and maintaining a program that sets out a plan to implement this policy.

It is in the best interest of all workplace parties to consider health and safety in every activity. Commitment to health and safety is an integral part of the Health Unit.

ADDITIONAL INFORMATION

RELATED HKNP DOCUMENTS

Health and Safety Program Policy (organizational)

Respectful Workplace Policy (organizational)

EXTERNAL REFERENCES

Occupational Health and Safety Act <https://www.ontario.ca/laws/statute/90o01>

Workplace Safety and Insurance Act <https://www.ontario.ca/laws/statute/97w16>

VERSION HISTORY

DATE	LEAD	DESCRIPTION
May 15, 2025	M. Vrooman	Original

**HALIBURTON KAWARTHA NORTHUMBERLAND PETERBOROUGH HEALTH UNIT
BOARD OF HEALTH**

TITLE:	Formation of Governance Working Group
DATE:	May 15, 2025

PROPOSED RECOMMENDATIONS

That the Board of Health for the Haliburton Kawartha Northumberland Peterborough Health Unit approve the establishment of a time-limited Governance Working Group.

BACKGROUND

At the recent Board retreat, Board members and staff explored the development of a skills matrix to identify areas of need and potential gaps within the current Board membership.

Ministry staff have communicated that they would consider recommendations from the Board for provincial appointees that align with areas of expressed need. Given that all current provincial appointments will expire at the end of 2025, the Board has an opportunity to review current appointments, explore existing and future needs, and if desired, advertise and interview potential applicants.

Staff are proposing that a time-limited Governance Working Group be established that would be responsible for the above-mentioned process.

Once approved, the Executive Assistant to the Board of Health will issue a call for expressions of interest (EOI). The EOIs will be reviewed with the Board Chair, Vice Chair and Medical Officer of Health & Chief Executive Officer (MOH/CEO), the Board will be apprised of the GWG membership at the June meeting.

The GWG will consist of no less than three (3) and no more than five (5) members, and consideration will be given to ensure broad and varied representation (e.g., mix of funders, geographic diversity, etc.).

The GWG will meet through the next few months to advise the board on the following objectives:

1. Review and interpret of results from the forthcoming Board of Health Skills Matrix;
2. Identify Board of Health skills gaps and opportunities to inform future Board member recruitment;
3. Review current provincial appointments and make recommendations on renewal or future new provincial appointments aligned with skills gaps and opportunities; and,
4. Prioritize learning and development opportunities for the Board of Health aligned with the identified skills gaps and opportunities.

**HALIBURTON KAWARTHA NORTHUMBERLAND PETERBOROUGH HEALTH UNIT
BOARD OF HEALTH**

TITLE:	Indigenous Health Advisory Circle
DATE:	May 15, 2025

PROPOSED RECOMMENDATIONS

That the Board of Health for the Haliburton Kawartha Northumberland Peterborough Health Unit receive the following items for information:

- meeting minutes from the Indigenous Health Advisory Circle from February 28, 2025 for information; and,
- interim guidance regarding Land Acknowledgements.

BACKGROUND

The Indigenous Health Advisory Circle (IHAC) met last on April 25, 2025. At that meeting, it was requested that these items come forward to the Board of Health for information.

Land Acknowledgement Interim Guidance

IHAC discussed providing interim guidance to the Board of Health and staff on the practice of saying land acknowledgements given the Board’s desire to find a suitable alternative to the current practice which was a rotation of legacy statements based on meeting location.

While it was recognized that the acknowledgement is important, the Circle’s recommendation would be to move away from a scripted statement, which at times, can be performative in nature.

The Circle suggested the following guidelines for meetings, an acknowledgement can incorporate one or more aspects of the following:

- **Authenticity:** Starting out with good intentions, a good heart and saying your words and thoughts in kindness, is what matters most.
- **Land and Place:** Acknowledge the natural land and waters, and research the specific Indigenous Nations and relevant specifics of treaties of the area you are in (e.g., Williams Treaties, Treaty 20).
- **Personal Reflection:** Share a learning or personal understanding to demonstrate continuous growth and a willingness to build meaningful relationships with Indigenous communities. This might specifically include a teaching or lesson that you have learned.

The Circle will be developing additional Indigenous protocols for the Board and the organization to help guide its work in a good and meaningful way with Indigenous Peoples in the HKNP catchment area.

ATTACHMENTS

- a. [IHAC Minutes, Feb. 28/25](#)

Indigenous Health Advisory Circle
MEETING MINUTES
Friday, February 28, 2025 – 11:00am – 12:30 p.m.
Board Room, 3rd Floor, 185 King Street

In Attendance:

Members:

Ms. Julie Bothwell (virtual)
Deputy Mayor Ron Black
Mr. Paul Johnston
Councillor Nodin Knott (virtual)
Mayor John Logel
Professor David Newhouse (virtual)
Ms. Ashley Safar
Ms. Liz Stone, Chair
Ms. Rebecca Watts (virtual)
Councillor Kathryn Wilson

Staff:

Dr. Thomas Piggott, Medical Officer of Health & Chief Executive Officer
Dr. Natalie Bocking, Deputy Medical Officer of Health
Ms. Hallie Atter, Director, Health Promotion
Ms. Samantha Roan, Manager, Indigenous Health
Ms. Sarah Tsang, Health Equity Coordinator, Foundational Standards
Ms. Alida Gorizzan, Executive Assistant (Recorder)

Guests:

Councillor Cecil Ryall

Absent with regrets:

Ms. Kristy Kennedy

1. Call to Order

Dr. Thomas Piggott, Medical Officer of Health & Chief Executive Officer, called the meeting to order at 11:00 a.m.

2. Welcome and Introductions

3. History of the Indigenous Health Advisory Circle

Ms. Hallie Atter presented on the history of the Indigenous Health Advisory Circle

(IHAC), which began as a working group and evolved to a standing committee of the Board of Health for Peterborough Public Health.

4. Election of Circle Chair and Vice Chair

A call out to all Circle members occurred prior to the meeting to determine interest in these leadership positions. The previous Circle Chair and Vice Chair, Ms. Stone and Professor Newhouse, respectively, expressed interest these positions. The Circle was fully supportive of their continued leadership for 2025.

Ms. Stone took over Chairing the meeting.

5. Confirmation of the Agenda

Item 8.1 was added to the agenda, Naming/Branding Update.

6. Minutes of the Previous Meeting

6.1. December 13, 2025

The minutes from December 13, 2025 were approved as circulated. **ACTION:**
The minutes will be circulated to the Board of Health at their next meeting.

7. Items Arising From the Minutes

8. New Business

8.1. Naming/Branding Update

Dr. Piggott provided an update on the process to date:

- A Steering Committee was established to move this work forward and liaise with the consultant, Trajectory Brands Inc.
- The Circle Chair and Vice Chair met with the Steering Committee, as well as with the consultants, to determine the best process for Indigenous engagement and appropriateness of utilizing Indigenous naming and imagery in the new Health Unit operational name and logo.
- Ms. Stone is providing additional support to the process and will be leading engagement sessions with Indigenous communities.
- A short list was determined and vetted through legal counsel, which found trademark issues with one of the two final options.

8.2. Membership Discussion

The purpose of this item was to review the current IHAC membership and

discuss potential additions for Board consideration:

- It was noted that the local Peterborough and District Wapiti Métis Council had resigned. The Métis Nation of Ontario (MNO) has stepped in oversee responsibilities of the Community Council, however, IHAC affirmed that it would not be appropriate for a provincial MNO representative to participate on IHAC.
- Other potential suggestions for guests and/or members:
 - Indigenous Patient Navigator at PRHC
 - Indigenous Navigator with the Central East Regional Cancer Program at Lakeridge Health (Kathy McLeod-Beaver)

8.3. 2025 Meeting Dates

The Chair reviewing the IHAC meeting schedule for the year and noted a revision to the June date:

- Friday, April 25, 2025 – 1-230pm
- Thursday, June 26, 2025 - 1 – 230pm
- Friday, August 22, 2025 – 1-230pm
- Friday, October 24, 2025 – 1-230pm
- Friday, December 19, 2025 – 1-230pm

8.4. Locations of Meetings

Members were encouraged to reach out to Ms. Gorizzan if there is a desire to host meetings in alternate locations so that these can be arranged

8.5. Workplan Development

Deferred.

8.6. Other Business

9. Date, Time, and Place of the Next Meeting

Friday, April 25, 2025 – 1-230pm
Location to be determined.

10. Adjournment

The meeting was adjourned at 12:54 p.m.