



# Ontario Healthy Workplace Coalition

*Supporting comprehensive workplace health in Ontario*

## Ontario Healthy Workplace Coalition Annual Report

August 1, 2009 – July 31, 2010

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This report summarizes the activities of the Ontario Healthy Workplace Coalition (OHWC) between August 1, 2009, and July 31, 2010.

The Ontario Healthy Workplace Coalition is:

- An incorporated, not-for-profit body
- A unifying structure across the province to:
  - Facilitate communication among workplace health stakeholders;
  - Promote the importance of using a comprehensive approach to create healthy and safe workplaces in Ontario.

### OHWC Vision & Mission

#### Vision

All Ontario workplaces will:

- Value employee mental, physical, and psychosocial health as fundamental to organizational success; and
- Adopt and implement a comprehensive approach to healthy workplaces as an integral part of their business strategy and operations.

#### Mission

The purpose of the Ontario Healthy Workplace Coalition is to:

- Advance our common vision for healthy workplaces; and
- Collaborate with Ontario healthy workplace stakeholders in attaining this vision.



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## **Board of Directors**

- Shaun Baylis, *ShareDent: Partners in Dentistry* – Advocacy Standing Committee Lead (*term ends Sept. 2010*)
- Kendal Bradley, *Graduate Student*– Website Task Force Lead & Secretary (*term ends Sept. 2011*)
- Janet Carr, *Ottawa Public Health (Retired)* – Co-Chair (*term ends Sept. 2010*)
- Erika Caspersen, *Inspiring Hope-Innovative Wellness Solutions* – Capacity Building Standing Committee Lead (*term ends Sept. 2011*)
- Gary Gannage, *Association of Management, Administrative & Professional Crown Employees of Ontario (AMAPCEO)* (*term ends Sept. 2011*)
- Norma Gibson-MacDonald, *Canadian Centre for Occupational Health and Safety (CCOHS) (Retired)* – Resource Integration Standing Committee Lead (*term ends Sept. 2010*)
- Andrew Harkness, *Workplace Safety and Prevention Services* – Communication Standing Committee Lead (*term ends Sept. 2011*)
- Judy Kerling, *Region of Peel* – Co-Chair (*term ends Sept. 2010*)
- Raymond Langlois, *Peel Public Health* – Treasurer (*term ends Sept. 2010*)
- Vic Pakalnis, *Queen's University* – Vice-Chair & Nomination Standing Committee Lead (*term ends Sept. 2010*)
- Bonnie Topic, *ArcelorMittal Dofasco* - Capacity Building Standing Committee Lead (*term ends Sept. 2011*)
- Jody Young, *Ministry of Labour* – Membership Task Force Lead (*resigned July 2010*)
- Susan Jakobson, *Workplace Safety & Insurance Board* (*completing Jody Young's term that ends Sept. 2011*)
- The Health Communication Unit (THCU) – *Secretariat (until March 31, 2010)*
- Canadian Mental Health Association (CMHA) Ontario Division – *Secretariat (until March 31, 2011)*



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## **Co-Chairs' Report**

The past year has provided the Ontario Healthy Workplace Coalition (OHWC) with challenges, new opportunities, and resulted in a number of significant accomplishments. The Board of Directors has continued to position the OHWC as a credible organization in the province, focused on creating healthy and safe workplaces. We have been impressed with the commitment and passion of our members, and the interest and collaborative spirit of our partners. The highlights and accomplishments described in this report are the result of the efforts of numerous Ontario Healthy Workplace Coalition volunteers.

## **Governance & Administration**

- The Ontario Healthy Workplace Coalition (OHWC) held its first Annual General Meeting (AGM) since its incorporation on August 28, 2008. The meeting was held at the Centre for Health & Safety Innovation in Mississauga on September 14, 2009. The OHWC used videoconference/webinar technology so that OHWC members across the province who were unable to attend onsite could participate in the meeting remotely. The OHWC appreciated the Industrial Accident Prevention Association (IAPA) providing space for the meeting and technical assistance to facilitate the videoconference/webinar.
- The OHWC continued to comply with the requirements under the Corporations Act as an incorporated not-for-profit organization in Ontario e.g. the OHWC sought approval from the membership to conduct an annual "Notice to Reader" instead of a full financial audit, given our limited budget.
- The H1N1 influenza pandemic in fall 2009 meant changes in roles and activities for many OHWC members and their organizations. The OHWC developed a business continuity plan to facilitate the Board's continued operation and listed on the OHWC website key links to resources with the most up-to-date information on the pandemic and steps to be taken.
- The Board of Directors met regularly from August 2009 to July 2010 either through face-to-face meetings or by teleconferences.
- At the initial meeting of the new Board determined the Executive Committee and Standing Committee/Task Force Lead positions:
- The Directors held a planning day in January 2010 to determine the strategic direction for the year and discuss evaluation measures.
- The OHWC updated the terms of reference, strategic plan, and financial guidelines to ensure consistency with the bylaws and reflect changes in financial support.



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## **THCU Transition Plan**

The Health Communication Unit (THCU) has provided financial and human resource support to the OHWC since its inception. In September 2009, The Health Communication Unit (THCU) approached the OHWC with a transition plan that proposed the phasing out of their support over an 18-month period. This period was shortened to 10 months when THCU moved under the Ontario Agency for Health Protection and Promotion on April 1, 2010, and was only able to continue providing support to the OHWC until July 31, 2010.

We would like to thank all the THCU staff for their support and commitment to the OHWC over the last four years. The OHWC would not be where it is today without THCU believing in the importance of advancing comprehensive workplace health across the province and providing the necessary assistance to help the OHWC get established.

Since April 1, 2010, the Canadian Mental Health Association (CMHA), Ontario Division, has been contributing to the cost of secretariat services for the OHWC and providing some Board meeting support. We were pleased to welcome Robyn Barbeta into the role of Secretariat and would like to thank CMHA for their generous offer to assist the OHWC in the coming year.

The Board of Directors has been working hard to develop a sustainability plan and set of actions to ensure our economic viability and continued success and growth. The OHWC is continuing to explore different types of revenue sources. On July 28, the Board considered recommendations from two reports: one about a proposed sustainability plan, and the other about funding opportunities from granting organizations, and agreed on next steps to move forward.

## **Expert Advisory Panel on Occupational Health and Safety**

The Ministry of Labour established an Expert Advisory Panel, chaired by Tony Dean, to review and assess the occupational health and safety system in the province. Stakeholders were invited to respond to an online consultation paper and/or provide an oral presentation.

The OHWC received standing with the Expert Advisory Panel on Workplace Safety and presented its position document on June 28, 2010. Co-Chairs Janet Carr and Judy Kerling presented on behalf of the OHWC and were supported at the table by Board members Bonnie Topic and Gary Gannage. The presentation was well received. In addition, the OHWC submitted a written document to the Panel that can be viewed on the OHWC website at: [www.ohwc.ca](http://www.ohwc.ca).

The OHWC is looking forward to seeing the Expert Advisory Panel's final report that is due to be released in December 2010.



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## **OHWC Core Functions**

The OHWC continued to implement the activities in its operational plan through the five Standing Committees: Advocacy, Communication, Capacity Building, Resource Integration, and Nomination and two Task Forces: Website and Membership. See the individual committee and task force reports for the details. Some highlights included:

- The Advocacy Standing Committee produced two draft documents and received excellent feedback from the membership in enhancing the content:
  - (1) *Healthy Workplace Handbook*
  - (2) *Proposal for an Ontario Comprehensive Workplace Health Strategy*
- The Annual Workplace Health Symposium, hosted in partnership with THCU, was held in Toronto on March 3-4, 2010 and focused on mental health in the workplace. The event was so popular that both days were fully subscribed and there was a waiting list.
- The membership drive increased the number of OHWC organizational and individual members.
- The nomination process for the Board of Directors this year resulted in 17 excellent candidates putting their names forward for the members to elect six Board members for the upcoming term.

## **Collaborating with Healthy Workplace Stakeholders**

- The OHWC continued to build linkages with the Ministry of Health Promotion, Ministry of Labour, and Canadian Healthy Workplace Council through the Workplace Liaison Group. This group has been the main vehicle for promoting the need for an Ontario comprehensive workplace health strategy and trying to obtain buy-in from these key provincial ministries.
- A member of the Board of Directors participated on an „Eat Smart’ provincial working group to provide input into the workplace cafeteria program.
- The annual Health, Work& Wellness (HW&W) Conference was held in Gatineau, Quebec from September 30 – October 2, 2009 and the OHWC was invited to display our banners in the main event hallway ensuring maximum exposure to delegates. We appreciated the HW&W Conference Committee providing the OHWC with this opportunity and also the Canadian Centre for Occupational Health and Safety (CCOHS) for displaying the OHWC brochures at their exhibit booth.



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- The OHWC reviewed the report *Environmental Scan on Workplace Health in Canada*, released by Health Canada in September 2009, and provided feedback to Health Canada on the contents of the report with some suggestions for moving forward.
- The Co-Chairs have had preliminary discussions with Rogers Publishing regarding collaborating on a workplace benchmark research project. The purpose of the research is to build credible, actionable, relevant and timely data on what employers are doing and can do to develop healthy workplaces, and to raise awareness of the importance of the issue as it relates to employers. The project is expected to be implemented between fall 2010 and spring 2011.
- The OHWC collaborated with McGill University and other Ontario-based partners, on a funding submission to the Public Health Agency of Canada (PHAC) in July 2010 to explore obesity in the workplace. The proposal is to do research on supportive workplaces for Canadians, with a focus on healthy nutrition policies, but using a comprehensive workplace health (CWH) framework. A member of the OHWC Board of Directors has been invited to participate on the Advisory Committee if the proposal is funded.

## **Acknowledgements**

We would like to thank the Board members, and Standing Committee and Task Force members for their commitment and hard work. It has been a privilege to work with such a skilled and enthusiastic group of workplace health stakeholders.

As well, we would like to thank all Ontario Healthy Workplace Coalition members for your support this past year. We hope that you share our vision of healthier workplaces across Ontario and will join us in creating the opportunities and overcoming the challenges in order to make it happen!

Respectfully Submitted by:

Janet Carr, Co-Chair, Ontario Healthy Workplace Coalition  
Judy Kerling, Co-Chair, Ontario Healthy Workplace Coalition



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## **Advocacy Standing Committee**

**Lead:** Shaun Baylis

**Committee Members**

Lisa Bynoe

Michelle MacIntosh

Debbie Packard

Allan Smofsky

The Advocacy committee in collaboration with the other Ontario Healthy Workplace Coalition (OHWC) standing committees, OHWC Board of Directors and our membership all contributed to producing two important documents: *A Proposal for an Ontario Comprehensive Workplace Health Strategy*; and a *Healthy Workplace Handbook*.

Our *Proposal for an Ontario Comprehensive Workplace Health Strategy* is to support the development of a strategy for comprehensive workplace health (CWH) at the provincial level. The OHWC tasked its Advocacy Standing Committee with not only developing a proposal for a provincial strategy, but also drafting a *Healthy Workplace Handbook*. The *Handbook* includes a Comprehensive Workplace Health Implementation Model that can assist organizations across the province in implementing their own workplace health programs.

This *Healthy Workplace Handbook* has been developed through an iterative process, taking into account consultation and feedback from the OHWC membership and workplace health stakeholders (via Survey Monkey). Our *Healthy Workplace Handbook* provides workplaces with a basic framework and an easy-to-follow tool to implement their own workplace health programs. Prior to the development of the *Healthy Workplace Handbook*, there was no common implementation model or guidelines for workplace health in the public domain in Ontario.

The purpose of these documents was to help initiate and mobilize a public-private senior leadership partnership to develop and implement a coordinated provincial comprehensive workplace health strategy. This would include inviting a broad range of stakeholders from public and private sectors to identify how a provincial strategy could help meet their needs by facilitating the creation of healthy workplaces. Both of these documents were approved and accepted by the membership at our 2010 Symposium.

To this end we have been working closely with the a small task force committee called the Workplace Liaison Group, with representatives from the Ministry of Labour (MOL), Ministry of Health Promotion (MHP), Co-Chairs of the OHWC, Advocacy Lead OHWC, and the Canadian Healthy Workplace Council. The Workplace Liaison Group members have all agreed in principle about the importance of creating healthy and safe workplaces, and that there needs to be a commitment from key stakeholders to support the development of a provincial strategy.



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The Workplace Liaison Group has requested that the OHWC Advocacy Committee outline what role the Ministry of Labour and the Ministry of Health Promotions could play regarding the provincial strategy.

The Advocacy Standing Committee recommends that a comprehensive approach to healthy workplaces be mandated as part of the Occupational Health and Safety Act and that key stakeholders participate in a forum that will provide direction to ensure Ontario develops a sustainable provincial comprehensive health strategy.

Respectfully submitted by:  
Shaun Baylis

## **Communication Standing Committee**

**Lead:** Andrew Harkness

### **Committee Members**

Dawn Cressman  
Courtenay Dowd  
Shelley Martel  
Linda Smith  
Lori Walker

- Coordinated internal communication to membership within OHWC.
- Drafted member updates four times a year.
- Coordinated external communication to those outside the OHWC.
- Started work on an OHWC sponsorship strategy.
- In phase 1 of developing a communication strategy for OHWC Sub-Committees and BOD, OHWC members and external workplace health stakeholders.
- Beginning stages of work on an OHWC membership strategy and value proposition

Respectfully submitted by:  
Andrew Harkness

## **Capacity Building Standing Committee**

**Leads:** Erika Caspersen and Bonnie Topic

### **Committee Members**

Linda Bain  
Michelle Hamilton  
Myrna Ojala  
Michelle Tew



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## **2010 Workplace Health Symposium – Our best ever!**

Once again, it was another successful year for the annual Workplace Health Symposium, held March 3 - 4, 2010, at the Chestnut Conference Centre in Toronto. As in previous years, the Ontario Healthy Workplace Coalition (OHWC) partnered with The Health Communication Unit (THCU) to host this informative and energizing event.

Over 160 people attended this year's "*Healthy Minds Matter: Taking Action*" Symposium with a focus on mental health and stress. The event was so popular that it was fully subscribed, and there was a small waiting list.

A big thank-you goes out to all of our speakers, organizers, and volunteers for making this year such a success. Special thanks to the dedicated members of the Capacity Building Standing Committee for organizing the OHWC day of the event and to Jessica Elgie for assisting with many of the logistics.

Following this year's AGM, there will be a ***Healthy Workplace Open Space Event*** happening from **1:30 to 5:00 p.m.** The goal of this event is to create the condition for creativity, collaboration and personal commitment among workplace health stakeholders across Ontario. The event theme is to „Inspire 1,000,000 Acts of Healthy Workplace Innovation." while reflecting on the question: *What are the ideas, questions and possibilities you want to explore so that Ontario becomes the home of the **healthiest, most inspiring workplaces in the world!***

The OHWC will be considering your feedback and comments regarding the Symposium in terms of organizing future events that best meet your needs and interests.

Respectfully submitted by:  
Erika Caspersen

## **Resource Integration Standing Committee**

**Lead:** Norma Gibson-MacDonald

### **Committee Members**

Janet Baker  
Anne Bergen  
Jennifer Lombardo  
Leah van Ooyen  
Sandra Wilson

- Ongoing search for funding for a Resource Integration database, a province-wide clearinghouse for healthy workplace information including best practices



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- Identification and on-going maintenance of material for the "Links" section of the OHWC website
- Identified examples for the CWH Implementation Model in Appendix 2 of the Healthy Workplace Handbook
- Created Appendix 3 "Resource Guide" for the Handbook
- Investigating the creation of a "Speakers List" for the OHWC website.

Respectfully submitted by:  
Norma Gibson-MacDonald

## **Nomination Standing Committee**

**Lead:** Vic Pakalnis  
**Committee Members**  
Robyn Barbetta  
Kendal Bradley  
Jessica Elgie

The Nominations Committee met a total of 3 times via teleconference. In September 2009, the Nominations Committee Chair presented the results of the 2009/10 OHWC Board election. Slight changes to the format of the electronic elections were made to the 2010/11 elections. The number of nominations doubled this year over last (12). The successful candidates will be announced at the upcoming OHWC AGM in September. The nominations committee has proposed to allow for the appointment of up to 3 of the 12 Board members. This will allow future Boards the flexibility to ensure all sectors are represented or critical skills required by the board are available. This will be voted on at the upcoming AGM in September. The Nominations Committee Chair, Vic Pakalnis wishes to thank his colleagues: Kendal Bradley, Robyn Barbetta and Jessica Elgie for their hard work and patience.

Respectfully submitted by:  
Vic Pakalnis

## **Membership Task Force**

**Lead:** Jody Young  
**Committee Members**  
Christina Dell-Spina  
Sameer Masoon  
Anita Sieben

- Updating membership database to reflect changes in list of organizational, individual and student members



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- Identifying key organizations to target re membership
- Promoting membership on the OHWC website and at the Workplace Health Symposium in March 2010
- Offering small incentives to encourage new members to join
- Following up with members for written signatures accepting the audit waiver
- Development of the web database and mass email system
- Thank you to members Christina Dell-Spina, Sameer Masoon and Anita Sieben for your contributions.

Respectfully submitted by:  
Jody Young

## **Website Task Force**

**Lead:** Kendal Bradley  
**Committee Members**  
Jessica Elgie  
Jennifer Lombardo

Over the past year the Website Task Force has worked towards creating and maintaining a user-friendly and informative website. The website task force is composed of Kendal Bradley (chair), Jessica Elgie, and Jennifer Lombardo.

This task force has updated the website's content, determined the best ways to communicate website content and updated the website's features to allow for improved capacity to disseminate OHWC messages. Additionally, since April 2010 the website task force has worked with the Canadian Mental Health Association (CMHA), Ontario Division to aid CMHA Ontario in taking on the OHWC's web development and updating.

Respectfully submitted by:  
Kendal Bradley

## **Treasurer's Report**

**Lead:** Raymond Langlois

We are pleased to report that the Ontario Healthy Workplace Coalition has successfully reviewed its financial statements for the past year. Please find attached a copy of the accountant's report, Notice to Reader, as performed by Good & Partners LLP, Chartered Accountants.



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Again, we wish to acknowledge The Health Communication Unit (THCU) for the generous assistance we have received over the past year. THCU will no longer be engaged in healthy workplace activities effective July 31, 2010, and any financial support as such has ceased. In the absence of this past support, the Board of Directors has taken several steps to address this critical funding situation, including the preparation of applications for grants, private partnerships and other viable and sustainable funding avenues.

We would like to recognize THCU's contribution, valued at over \$35,000 this past business year, in financial and operational aid, in addition to some 80 days of professional and consultation support. This has enabled OHWC to co-host a symposium, establish foundational aspects of the OHWC (bylaws), develop a *Healthy Workplace Handbook and a Proposal for an Ontario Comprehensive Workplace Health Strategy*, create and maintain its website, communicate with members, support Board of Director meetings, plan long term activities and cover operational expenses such as board insurance, phone and much more.

We are grateful to the Board of Directors and committee members who gave of their time significantly over the past year. On average, board members have contributed approximately 1,800 hours this past year (or about 149 hours per month) as an in-kind contribution to the OHWC. We could not function without the ongoing support and dedication of these members and their organizations – their time and effort is invaluable.

We trust that members of the OHWC will find our finances in good standing. There are no outstanding receivables at this time. The only accrual is \$1,600 toward accounting fees for services rendered recently. We continued to generate revenues (beyond the support of THCU) through the collection of membership fees, while exploring multiple non-profit and private options for grants and sponsorship. For the previous business year, our financial balance at year's end was \$4,609.

At our AGM on September 14, 2009, we resolved to reduce costs by conducting a Notice to Reader instead of a formal audit for the following business year and have done so by meeting the conditions stipulated by the Public Accountancy Act and the Corporations Act to the best of our abilities. We required that all members sign their agreement to proceeding with the Notice to Reader.

Please contact me with any questions you may have about this report.

Respectfully submitted by:  
Raymond Langlois

## FINANCIAL STATEMENTS

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### ONTARIO HEALTHY WORKPLACE COALITION

July 31, 2010

(Unaudited - See Notice to Reader)

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## NOTICE TO READER

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We have compiled the balance sheet of Ontario Healthy Workplace Coalition as at July 31, 2010 and the statement of operations and members' equity for the year then ended from information provided by management.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.



Toronto, Ontario  
August 27, 2010

Chartered Accountants  
Licensed Public Accountants

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Ontario Healthy Workplace Coalition

**BALANCE SHEET**

(Unaudited - See Notice to Reader)

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July 31	2010
	\$
<b>ASSETS</b>	
Current	
Cash	6,603
	6,603
<b>LIABILITIES</b>	
Current	
Accounts payable and accrued liabilities	1,600
Members' equity	5,003
	6,603

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Ontario Healthy Workplace Coalition  
**STATEMENT OF OPERATIONS AND MEMBERS' EQUITY**

(Unaudited - See Notice to Reader)

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Year ended July 31	2010
	\$
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<b>Revenue</b>	
Membership fees	3,480
Symposium fees	<u>150</u>
	<u>3,630</u>
<b>Expenses</b>	
Bank charges	46
Professional fees	1,600
Telephone	<u>80</u>
	<u>1,726</u>
Excess revenue over expenses for the year	1,904
Members' equity, begin of year	<u>3,099</u>
Members' equity, end of year	<u>5,003</u>

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