



## Ontario Workplace Health Coalition Annual Report August 1, 2014 - July 31, 2015

This report summarizes the activities of the Ontario Workplace Health Coalition (OWHC) between August 1, 2014 and July 31, 2015.

The Ontario Workplace Health 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.

### OWHC 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 workplace as an integral part of their business strategy and operations.

#### Mission

The purpose of the Ontario Workplace Health Coalition is to:

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

#### Board of Directors 2014-2015

- Janet Baker, St. Thomas Elgin Public Health (*term ends Oct. 2015*)
- Gerry Culina, Canadian Centre for Occupational Health & Safety- Co-Chair (*term ends Oct 2015*)
- Norma Gibson-MacDonald, Canadian Centre for Occupational Health & Safety (retired) - Vice-Chair (*term ends Oct 2015*)
- Andrew Harkness, Workplace Safety and Prevention Services - Co-Chair (*term ends Oct. 2015*).
- Jennifer Krueger, Workplace Safety and Prevention Services (*term ends Oct. 2015*)
- Stan Murray, Private Consultant (*term ends Oct. 2015*)
- Lisa Van der Vinne, Public Health Practitioner (*term ends Oct.2016*) –
- Roslyn Wright, Transcontinental - Secretary (*term ends Oct. 2015*)



- Sabrina Arvanitis, High Point Wellness Centre (*term ends Oct. 2015*)
- Timothy Fleming, Innovation Works (*term ends Oct. 2015*)
- Terri Aversa, Ontario Public Service Employees Union (OPSEU) (*Nominated director*)
- Ivian Tchakarova, Health Safety and Wellness Trillium Health Partners Treasurer (*term ends Oct. 2015*)
- Susan Fuciarelli, Director, Health, Safety and Wellness, Hamilton Health Sciences (*term ends Oct.2016*)
- Secretariat: Workplace Safety & Prevention Services (WSPS) and Canadian Centre for Occupational Health and Safety (CCOHS)

### **Co-Chairs' Report**

2014-15 was the second year of implementation of the strategic plan established in 2013-14 by the Board. The Board of Directors has been working hard to prioritize our efforts to enable the optimal use of our available resources.

The main role of a Board of Directors is to provide strategic direction to the organization. Uniquely, the Board of Directors of the OWHC also provides the main labour pool by which this strategy is brought into tactical and operational reality.

Here are some of the highlights for the strategic development of the OWHC:

1. Our Board made a strategic decision early in the 2015 to pursue both the Joan Burton Memorial learning event, as well as to pursue regular learning events for members as the top priority. This, in addition to the regular administrative requirements of running a Board of Directors (such as governance requirements, member management, and AGM preparation), consumed almost all of our available Board time.
2. Strategically, we continue to pursue the four priority areas that were established in 2014.
  - Sustainable funding
  - Fostering systemic change
  - Member engagement and support
  - Governance

In the last four months of the 2014-15 term, we are pleased to report that the Board has strived to ensure its focus is clearly aligned to support the strategic priorities. Specifically, the Board established a new set of standing committees to enable the Board to work on operational activities. This



committee structure will continue to be refined by the incoming Board of Directors.

For example, the membership database requires a significant amount of operational energy to manage and use. The Board is exploring options to improve the database and its usability, including automation, in order to allow the Board and its membership to focus on other OWHC priorities that will move us toward our Vision.

3. Strategically, the OWHC is entering 2015-16 term with a focus on organizing for success. The Board is currently undertaking a review of our Mission and Vision to make sure it is still relevant, and will be proposing a renewed Mission to members. The goal of this is to enable us to better communicate what we do, with the expectation that this will serve the Vision better.

The Board is also focused on streamlining our internal workflow structure to make maximum time available for operations, and minimize the administrative burden. For example, a review of the membership database has been identified as a priority, because the current database requires a significant amount of the Board's time to manage it. It is hoped that by exploring new ways of simplifying the member management process, we can free up more time for other organizational priorities.

Other opportunities like this are being actively considered in order to free up further time, including expanding our call for volunteers, and other forms of revenue generation.

4. The Board also made the strategic decision to consider altering our membership fee structure in 2016. Discussions have been underway. This stems from the realization that we have a strong Vision and Mission, and that in order to grow our ability to achieve our Vision, we must strive to reduce barriers to participation as much as possible, and traditional membership structures are being assessed.

## **Administration**

The Ontario Workplace Health Coalition (OWHC) held its sixth Annual General Meeting (AGM) on November 28, 2014 at the Centre for Health & Safety Innovation (CHSI) in Mississauga. WSPS graciously provided the OWHC with access to their videoconference/webinar technology so that OWHC members across the province who were unable to attend onsite



could participate remotely. The OWHC appreciated the Workplace Safety and Prevention Services (WSPS) providing space for the meeting and technical assistance to facilitate the videoconference /webinar.

The OWHC continued to comply with the requirements under the Corporations Act as an incorporated not-for-profit organization in Ontario. As done for previous AGMs, the OWHC continues to use a "Notice to Reader" instead of a full financial audit, given our limited budget.

The Co-chairs would like to recognize both the WSPS and CCOHS for their shared role as secretariat of the OWHC. Their continued generous support is greatly appreciated.

Between August 2014 and July 2015, the Board of Directors met seven times, on September 16, 2014, November 28, 2014, January 16, 2015, February 10, 2015, April 21, 2015, June 9, 2015 and July 16, 2015.

### **OWHC Core Functions**

At the initial meeting of the new Board, the Directors agreed on Executive positions.

The new executive committee consisted of:

- Co-Chairs: Gerry Culina & Timothy Dawes Fleming
- Vice-Chair: Andrew Harkness
- Treasurer: Ivian Tchakarova
- Secretary: Roslyn Wright

### **Engaging Workplace Health Stakeholders**

The Ontario Workplace Health Coalition has been collaborating with the Public Health, Comprehensive Workplace Health Promotion, Community of Practice. Together the group is planning the 'Joan Burton Day of Learning' for the Spring of 2016. Stay tuned for more details.

### **Joan Burton Memorial Symposium**

On April 21, 2015 the Ontario Workplace Health Coalition was proud to host the first annual Joan Burton Comprehensive Workplace Health Leadership Symposium, in memory of Joan Burton.

In both her life and legacy, Joan Burton created incredible momentum, energy and good-will, elevating the importance of comprehensive workplace health in Canada, and establishing a Global Framework for Workplace Health that was



recognized and promoted by World Health Organization. She was presented with the **Canadian Workplace Wellness Pioneer Award** in recognition of “outstanding contribution to the field of Canadian Workplace Wellness” and to the “understanding and practice of organization health.”

Joan was part of the OWHC for many years. She was an enthusiastic member, elected to the Board of Directors in fall 2010, acting as Co-Chair from Oct. 2010 to Oct. 2012. The Health Communication Unit (THCU) and the Canadian Mental Health Association (Ontario Division) had provided critical secretariat support to the OWHC for a number of years, but had completed their commitments to the OWHC at the time that Joan took over as Co-Chair. She was instrumental in securing commitment from both Workplace Safety and Prevention Services (WSPS) and the Canadian Centre for Occupational Health and Safety (CCOHS) to act as co-secretariats which ensured that the OWHC remained on a strong foundation to move forward. After Joan finished her two-year term as Co-Chair in Oct. 2012, she agreed to stay on the Board as Past Chair until May 2013.

The Joan Burton Comprehensive Workplace Health Leadership half-day Symposium was created by the OWHC to honor the legacy of learning that Joan was so passionate about. Recognizing the importance of the future generation of wellness leaders, the OWCH sent invitations for complimentary attendance to health promotion students throughout the GTA. Organizational Health Leader Graham Lowe lent his support to the event delivering a keynote presentation on Your Future Wellness Dividend: How Healthy Organizations Maximize Employee Health and Safety for Sustainable Success. There was a round-table discussion on the future of workplace health featuring key wellness leaders for many sectors and businesses including OPSEU, Siemens, Goodlife, WSPS, Trillium Health and SunLife. The day was a huge success, with an engaged, energetic audience. The OWHC looks forward to continuing the event on an annual basis

### **Breakfast Meetings & Events**

This past year the OWHC continued to offer networking breakfast meetings and webinars. The sessions were offered both in-person, and via live webinar in order to engage a wider audience. In addition, the Board of Directors also chose to honor the passing of former board member Joan Burton, with her own event. Here are some of the highlights of events held this past year:

- In **November 2014** we held our Annual General Meeting and we were proud to welcome Kevin Flynn, Minister of Labour and a keynote address on **the**



## **Implementation of the National Standard of Canada for Psychological Health & Safety in the Workplace.**

- **On April 21, 2015**, our day of learning and celebration of the work of Joan Burton took place. Keynote address “**Your Future Wellness Dividend: How Healthy Organizations Maximize Employee Health & Safety for Sustainable Success**” was given by Graham Lowe. Following the keynote there was panel discussion on the future of workplace wellness with speakers from Siemens, Goodlife, Sunlife, WSPS, Trillium Health, OPSEU and Graham Lowe.
- **October 7, 2015**, a webinar was held on Stress Strategies, a Problem-Solving Approach to Stress presented by the Psychology Foundation of Canada.

The Coalition aims to offer these sessions at least 3 times per year, as a resource and networking opportunity for our members and interested parties.

Special thanks to this year’s sponsors Workplace Safety and Prevention Services (WSPS), Canadian Centre for Occupational Health and Safety (CCOHS), High Point Wellness Centre, Registered Nurses Association of Ontario (RNAO) and to all of our guest speakers who generously donated their time and expertise.

Submitted by: Sabrina Arvanitis

### **Nominating Committee**

The Nominating Committee is a standing committee of the Ontario Workplace Health Coalition (OWHC)

The purpose of the Nominating Committee is to recruit, select and recommend to the OWHC membership qualified candidates for the Board of Directors including the preparation of a slate of candidates for election. The Nominating Committee represents the best interest of the OWHC membership; therefore the slate of nominees for election or acclamation does not need to be approved by the Board. For the upcoming year, November 2015 to October 2016, there were eight declared vacancies on the Ontario Workplace Health Coalition Board of Directors.

At the close of nominations, eight nominations had been submitted and accepted as meeting the criteria for Board membership.



The eight accepted nominations were from:

1. Terri Aversa;
2. Janet Baker;
3. Gerry Culina;
4. Tim Fleming;
5. Krista Schmid;
6. Allan Smofsky;
7. Ivian Tchakarova;
8. Roslyn Wright.

The Nominations Committee recommends that these nominations be acclaimed at our Annual General Meeting on November 10, 2015.

The Board maintains the option of appointing up to three (3) additional members to the Board for specific purposes and for the period of one (1) year, renewable each year by the board as it sees fit.

With the challenges facing our board in 2015-6, the Nominations Committee is recommending using the Board's option to appoint two (2) additional members. The two additional individuals would represent:

1. A medium to large private sector organization; and
2. The academic sector specifically a student from a related discipline in post-secondary studies.

Respectfully Submitted  
October 27, 2015

Stan Murray

### **Governance Committee**

The Ontario Workplace Health Coalition (OWHC) was incorporated as a not-for-profit organization under the Ontario Corporations Act on August 28, 2008. New legislation—the Ontario Not-for-Profit Corporations Act (ONCA)—is expected to come into effect in 2016 that will specify revised requirements for not-for-profit organizations. Organizations will have three years after ONCA comes into force to adjust their governance documents.

The Governance Committee was struck in October 2013 and remained active throughout 2014/2015 to plan for the incoming ONCA legislation. In January 2015 Terri Aversa joined the committee as chair, and Lisa van der Vinne and



Janet Carr agreed to stay on. The committee held two teleconferences—March 25, 2015 and September 1, 2015.

The committee has completed the following activities:

1. Updated OWHC's By-law No. 5 with the changes to 20.8 (Show of Hands) and 20.9 (Quorum) that were approved at the 2014 AGM;
2. Continued to research the new legislative requirements for not-for-profit organizations under the ONCA;
3. Did a call-out to the OWHC membership inviting members to participate on the Governance Committee;
4. Participated in a Community Legal Education Ontario (CLEO) pilot project that ran a free legal help service to help organizations get ready for ONCA;
5. Continued working on the committee's action plan and presented information to the Board of Directors about proxies under ONCA;
6. Investigated and confirmed the legal basis for OWHC's current "Notice to Reader" procedure.

The committee is currently working through the Action Plan developed by the committee in March 2014. The action plan focuses on membership issues (membership structure, membership classes, member rights, and member rights to information).

Over the next year, the committee will be developing and implementing action plans on other issues that must be addressed under the ONCA:

- Voting and proxies, meeting notices, directors, public benefit corporations and non-public benefit corporations, financial reviews and audits;
- Liaise with OWHC Treasurer regarding changes to OWHC's Financial Practices Guideline where affected by ONCA.

The Governance Committee will continue to maintain contact with Community Legal Education Ontario (CLEO) regarding the latest requirements under the ONCA; provide recommendations on specific issues to the board for discussion and approval; and draft resolutions to update the By-Laws as required for membership approval.





Ontario Workplace Health Coalition

*Supporting comprehensive workplace health in Ontario*

If you would like to join the Governance Committee and help the OWHC get ready for the ONCA, please contact the Board of Directors through [contact@owhc.ca](mailto:contact@owhc.ca). New committee members are always welcome!

Respectfully submitted by:

Terri Aversa,  
Governance Lead

### **Acknowledgements**

We would like to thank the Board of Directors, Nominating Committee, Strategic Planning Committee and the OWHC membership for their contributions and commitment. It has been an exciting year and an honour to collaborate with such a motivated and dedicated group of individuals. We believe that the recognition of workplace health as an important issue is higher now than ever before in Ontario because of the hard work of many groups and individuals across the province and beyond.

We would be remiss if special thanks were not given to Workplace Safety and Prevention Services (WSPS) and the Canadian Centre for Occupational Health and Safety (CCOHS). Without their support the OWHC would not be able to fulfill its mandate.

Respectfully Submitted by:

Gerry Culina, Co-Chair, Ontario Workplace Health Coalition  
Timothy Dawes Fleming, Co-Chair, Ontario Workplace Health Coalition

### **Financial statements**



Ontario Workplace Health Coalition

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## FINANCIAL STATEMENTS

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**ONTARIO WORKPLACE HEALTH COALITION**

July 31, 2015

(Unaudited - See Notice to Reader)

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Ontario Workplace Health Coalition

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## NOTICE TO READER

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We have compiled the balance sheet of **Ontario Workplace Health Coalition** as at July 31, 2015 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  
October 1, 2015

Chartered Accountants  
Licensed Public Accountants



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Ontario Workplace Health Coalition

**BALANCE SHEET**

(Unaudited - See Notice to Reader)

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July 31	2015	2014
	\$	\$
<b>ASSETS</b>		
<b>Current</b>		
Cash	11,554	11,115
	<b>11,554</b>	<b>11,115</b>
<b>LIABILITIES</b>		
<b>Current</b>		
Accounts payable and accrued liabilities	1,100	1,536
<b>Members' equity</b>	<b>10,454</b>	<b>9,579</b>
	<b>11,554</b>	<b>11,115</b>

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

(Unaudited - See Notice to Reader)

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Year ended July 31	2015	2014
	\$	\$
<b>Revenue</b>		
Membership fees	2,840	3,130
Seminar	-	3,652
Sponsorship re: AGM	1,180	-
Donations & Seminars re: Joan Burton	<u>3,589</u>	<u>2,639</u>
	<u>7,609</u>	<u>9,421</u>
<b>Expenses</b>		
Bank charges	45	194
Board travel and AGM	2,071	1,818
Office	895	453
Professional fees	1,100	1,200
Seminar re: Joan Burton	<u>2,623</u>	<u>1,701</u>
	<u>6,734</u>	<u>5,366</u>
Excess revenue over expenses for the year	875	4,055
Members' equity, begin of year	<u>9,579</u>	<u>5,524</u>
<b>Members' equity, end of year</b>	<u>10,454</u>	<u>9,579</u>

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