



***2017 alPHa ANNUAL CONFERENCE***

***“Driving the Future of Public Health”***

***June 11 – 13***

***Chatham-Kent John D. Bradley Convention Centre  
565 Richmond Street, Chatham, Ontario***

This package contains the following information:

- Notice of the 2017 alPHa Annual General Meeting
- Call for 2017 alPHa Resolutions
- Call for 2017 alPHa Distinguished Service Awards
- Call for Board of Health Nominations to the alPHa Board of Directors.

## N O T I C E

### **2017 ANNUAL GENERAL MEETING**

NOTICE is hereby given that the 2017 Annual General Meeting of the **ASSOCIATION OF LOCAL PUBLIC HEALTH AGENCIES** will be held at the Chatham-Kent John D. Bradley Convention Centre, 565 Richmond St., Chatham, Ontario on **Monday, June 12, 2017 at 8:00 AM** at the *2017 Annual Conference*, for the following purposes:

1. To consider and approve the minutes of the 2016 Annual General Meeting in Toronto, Ontario;
2. To receive and adopt the annual reports from the President, Executive Director, Section Chairs and others as appropriate;
3. To consider and approve the Audited Financial Statement for 2016-2017;
4. To appoint an auditor for 2017-2018; and
5. To transact such other business as may properly be brought before the meeting.

DATED at Toronto, Ontario, January 30, 2017.

BY THE ORDER OF THE BOARD OF DIRECTORS.



**Linda Stewart**  
Executive Director

## Call for Resolutions

alPHA members are invited to submit resolutions for consideration at the 2017 alPHA Annual General Meeting & Resolutions Session during the Annual Conference in June.

It is important that resolutions are drafted using the "**Procedural Guidelines for alPHA Resolutions**" found by [clicking here](#).

We request that resolutions be limited to **one** operative clause per issue (other than specific directions on whom to advise) to allow for focused advocacy and monitoring.

### Who may submit?

- a member board of health
- a Section Executive Committee, or general meeting of a Section
- the alPHA Board of Directors, its Executive Committee or a Standing Committee of the Association; or
- an Affiliate member organization

### What is required?

- resolutions must first be endorsed by a properly constituted body, i.e. a board of health, a Section of alPHA, etc.
- a covering letter specifying your submission must accompany the resolution(s)
- proper formatting according to procedural guidelines, including clearly-worded introductory and operative clauses
- any concise background material to help prepare members voting on the issue

### When is the deadline to submit?

- **Friday, April 21, 2017, 4:30 PM for all resolutions that do not request a change in alPHA's Constitution.**
- **For resolutions to amend the alPHA Constitution, the deadline is April 6, 2017, 4:30 PM.**
- Taking into account that a late resolution may be necessary in response to a current event, you may bring a late resolution to the 2017 Resolutions Session. These late resolutions, however, will not have the benefit of being reviewed by alPHA's Executive Committee and there will be a vote during the Resolutions Session to determine if the membership will consider late resolutions. If the vote is successful, your resolution will be brought forward and considered.

### When will resolutions be debated by the alPHA membership?

- There will be a special session to consider resolutions on June 6 immediately following the 2016 Annual General Meeting.

### How may I submit the resolutions?

- only electronic submissions in MS Word will be accepted; [click here](#) to download a template.
- e-mail to: Susan Lee, Manager, Administrative & Association Services, alPHA  
[susan@alphaweb.org](mailto:susan@alphaweb.org)

## CALL FOR NOMINATIONS

### alPHa Distinguished Service Award

The Distinguished Service Award (DSA) is awarded annually by the Association of Local Public Health Agencies to individuals in recognition of their outstanding contributions made to public health in Ontario.

#### How many awards are given yearly?

- One award per Section and Affiliate organization may be presented in any given year.
- On occasion, an award may be given to individuals outside alPHa for their contributions to public health.

#### Who is eligible to receive the DSA?

- Members of alPHa who fall under the following categories are eligible:
  - an elected/appointed member of a local board of health or regional health committee;
  - a medical officer of health or associate medical officer of health;
  - one of alPHa's seven affiliated organizations (i.e. AOPHBA, APHEO, ASPHIO, HPO, OAPHD, OPHNL, OSNPPH).
- An individual outside the alPHa membership who has made outstanding contributions to public health in Ontario.

#### Who deserves the DSA?

- Eligible recipients have:
  - demonstrated exceptional qualities of leadership in his/her own milieu;
  - achieved tangible results through lengthy service and/or distinctive acts; and
  - displayed exemplary devotion to public health at the provincial level.

#### What are the eligibility criteria for nominees?

- Nominees:
  - currently hold a position of significant responsibility in one of alPHa's member agencies (i.e. board of health/local public health unit/affiliated organization) and have been a member in alPHa for at least three years; and
  - have been nominated by at least three voting members from the **nominee's Section or Affiliate organization** who are in good standing of alPHa.

- Note:
1. good standing refers to members who have paid their membership dues;
  2. voting members are individuals representing a member health unit. These individuals include board of health chairs, medical and associate medical officers of health, representatives appointed to the alPHa Board of Directors by the seven alPHa Affiliate organizations.

## *alPHA DSA Call for Nominations cont'd*

### **Who can nominate?**

- Any member of alPHA including Board of Health members, medical and associate medical officers of health, and Affiliate representatives may nominate. Please note that three Section or Affiliate members of alPHA must sign the nomination form.
- In the case of nominations of *non-members of alPHA*, nominations must come from any three active members of alPHA; only alPHA members may nominate potential candidates.
- The Award is presented on behalf of each of alPHA's various membership groups, i.e. the Boards of Health Section, Council of Ontario Medical Officers of Health (COMOH), and the seven Affiliate organizations of alPHA. **Therefore, nominations must be issued by the nominee's Section or Affiliate organization** (i.e. nominations of Board of Health members must come from the Board of Health Section; nominations of medical/associate medical officers of health must come from the Council of Ontario Medical Officers of Health; and nominations of senior public health staff must come from the nominee's respective Affiliate organization). If you want to recommend an individual for nomination by their Section or Affiliate organization, please contact the Chair or President of the respective Section or Affiliate organization.

### **What material must accompany the nomination form?**

- Include signatures of the nominator and two other supporting voting members of alPHA.
- Include a **cover letter explaining why the nominee is deserving of this award** must be included with the form. Since the members of the Selection Committee more than likely will not know the nominee, they will base their assessment on what is conveyed to them in the cover letter. The letter should tell the Selection Committee what the nominee has achieved and why it is outstanding.
- A service record or curriculum vitae must also accompany the nomination form and could include the following:
  - personal achievements at the local level;
  - special or distinctive services on behalf of public health provincially;
  - leadership and contributions on behalf of alPHA and/or one of its Sections; an affiliated organization; or a provincial public health organization

### **Where should I send the nominations to?**

- Nomination forms along with all relevant accompaniments should be e-mailed to Susan Lee, Manager, Administrative and Association Services, alPHA, at [susan@alphaweb.org](mailto:susan@alphaweb.org)

### **When is the deadline to submit nominations?**

- **Friday, April 7, 2017, 4:30 PM**

### **Who selects the DSA recipients?**

- All nominations are reviewed by the Executive Committee of alPHA.
- In the event of a tie, the alPHA Board of Directors will determine the Award recipient.

**How are Award recipients notified?**

- Award recipients are notified in writing by alPHa approximately one month prior to the conference date.
- Award recipients are invited to attend as guests of the association at the Annual Awards Banquet, which is held in conjunction with the Annual Conference.

**Who can I contact if I have further questions on the Awards?**

- Susan Lee, Manager, Administrative and Association Services, alPHa
  - tel: (416) 595-0006 ext. 25
  - e-mail: [susan@alphaweb.org](mailto:susan@alphaweb.org)



**CALL FOR BOARD OF HEALTH NOMINATIONS  
 2017-2018 & 2018-2019  
 alPHa BOARD OF DIRECTORS**



alPHa is accepting nominations for **three** Board of Health representatives from the following regions for the following term on its Board of Directors:

<b>1. Central West</b>	<b>2 year term</b>
<b>2. South West</b>	(i.e. June 2017 to June 2018 and June 2018 to June 2019)
<b>3. East</b>	

See the attached appendix for boards of health in each of these regions.

Each position will fill a seat on the Boards of Health Section Executive Committee and a seat on the alPHa Board of Directors.

**Qualifications:**

- Active member of an Ontario Board of Health or regional health committee;
- Background in committee and/or volunteer work;
- Supportive of public health;
- Able to commit time to the work of the alPHa Board of Directors and its committees;
- Familiar with the Ontario Public Health Standards and its Organizational Standards.

An election to determine the representatives will be held at the Boards of Health Section Meeting on June 13 during the 2017 alPHa Annual Conference, Chatham-Kent John D. Bradley Convention Centre, 565 Richmond St., Chatham, Ontario.

Nominations close **4:30 PM, Thursday, June 1, 2017.**

**Why stand for election to the alPHa Board?**

- Help make alPHa a stronger leadership organization for public health units in Ontario;
- Represent your colleagues at the provincial level;
- Bring a voice to discussions reflecting common concerns of boards of health and health unit management across the province;
- Expand your contacts and strengthen relationships with public health colleagues;
- Lend your expertise to the development of alPHa position papers and official response to issues affecting all public health units; and
- Learn about opportunities to serve on provincial ad hoc or advisory committees.

**What is the Boards of Health Section Executive Committee of alPHa?**

- This is a committee of the alPHa Board of Directors comprising seven (7) *Board of Health representatives*.
- It includes a Chair and Vice-Chair who are chosen by the Section Executive members.

- Members of the Section Executive attend all alPHa Board meetings and participate in teleconferences throughout the year.

#### **How long is the term on the Boards of Health Section Executive/alPHa Board of Directors?**

- A full term is two (2) years with no limit to the number of consecutive terms.
- Mid-term appointments will be for less than two years.

#### **How is the alPHa Board structured?**

- There are 22 directors on the alPHa Board:
  - 7 from the Boards of Health Section
  - 7 from the Council of Ontario Medical Officers of Health (COMOH)
  - 1 from each of the 7 Affiliate Organizations of alPHa, and
  - 1 from the Ontario Public Health Association Board of Directors.
- There are 3 committees of the alPHa Board: Executive Committee, Boards of Health Section Executive, and COMOH Executive.

#### **What is the time commitment to being a Section Executive member/Director of alPHa?**

- Full-day alPHa Board meetings are held in person 4 times a year in Toronto; a fifth and final meeting is held at the June Annual Conference.
- Boards of Health Section Executive Committee teleconferences are held 5 times throughout the year.
- The Chair of the Boards of Health Section Executive participates on alPHa Executive Committee teleconferences, which are held 5 times a year.

#### **Are my expenses as a Director of the alPHa Board covered?**

- Any travel expenses incurred by an alPHa Director during Association meetings are *not* covered by the Association but are the responsibility of the Director's sponsoring health unit.

#### **How do I stand for consideration for appointment to the alPHa Board of Directors?**

- Submit a completed Form of Nomination and Consent along with a biography of your suitability for candidacy and a copy of the motion from your Board of Health supporting your nomination to alPHa by **June 1, 2017**.

#### **Who should I contact if I have questions on any of the above?**

- Susan Lee, alPHa, Tel: (416) 595-0006 ext. 25, E-mail: [susan@alphaweb.org](mailto:susan@alphaweb.org)

**Board of Health Vacancies on alPHa Board of Directors**

alPHa is accepting nominations for **three** Board of Health representatives to fill positions on its 2017-2018 and 2018-2019 Board of Directors from the following regions and for the following terms:

<b>1. Central West</b>	<b>2 year term</b> (i.e. June 2017 to June 2018 and June 2018 to June 2019)
<b>2. South West</b>	
<b>3. East</b>	

See below for boards of health in these regions.

Each position will fill a seat on the Boards of Health Section Executive Committee and a seat on the alPHa Board of Directors.

An election will be held at alPHa’s annual conference in June to determine the new representatives (one from each of the regions below).

If you are an active member of a Board of Health/Regional Health Committee who is interested in running for a seat, please consider standing for nomination.

**Central West Region**

Boards of health in this region include:

- Brant
- (Haldimand-Norfolk)
- Halton
- Hamilton
- Niagara
- Waterloo
- Wellington-Dufferin-Guelph

**South West Region**

Boards of health in this region include:

- Chatham-Kent
- Elgin St. Thomas
- Grey Bruce
- Huron
- Lambton
- Middlesex-London
- Oxford
- Perth
- Windsor-Essex

## **East Region**

Boards of health in this region include:

Eastern Ontario  
Hastings & Prince Edward  
Kingston, Frontenac Lanark & Addington  
Leeds Grenville  
Ottawa  
Renfrew



**FORM OF NOMINATION AND CONSENT**  
*alPHA Board of Directors 2017-2018 & 2018-2019*

\_\_\_\_\_, a Member of the Board of Health of  
(Please print nominee’s name)

\_\_\_\_\_, is HEREBY NOMINATED  
(Please print health unit name)

as a candidate for election to the alPHA Board of Directors for the following Boards of Health Section Executive seat from (*choose one using the list of Board of Health Vacancies on previous pages*):

- Central West Region (2 year term)**
- South West Region (2 year term)**
- East Region (2 year term)**

**SPONSORED BY:**

1) \_\_\_\_\_  
(Signature of a Member of the Board of Health)

2) \_\_\_\_\_  
(Signature of a Member of the Board of Health)

Date: \_\_\_\_\_

I, \_\_\_\_\_, HEREBY CONSENT to my nomination  
(Signature of nominee)

and agree to serve as a **Director of the alPHA Board** if appointed.

Date: \_\_\_\_\_

**IMPORTANT:**

1. Nominations close **4:30 PM, June 1, 2017** and must be submitted to alPHA by this deadline.
2. A **biography** of the nominee outlining their suitability for candidacy, as well as a **motion passed by the sponsoring Board of Health** (i.e. record of a motion from the Clerk/Secretary of the Board of Health) must also be submitted along with this nomination form on separate sheets of paper by the deadline.
3. E-mail the completed form, biography and copy of Board motion by **4:30 PM, June 1, 2017** to Susan Lee at [susan@alphaweb.org](mailto:susan@alphaweb.org)