



Ontario Workplace Health Coalition Annual Report August 1, 2013 - July 31, 2014

This report summarizes the activities of the Ontario Workplace Health Coalition (OWHC) between August 1, 2013 and July 31, 2014.

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 2013-2014

- Janet Baker, St. Thomas Elgin Public Health (*term ends Oct. 2015*)
- Janet Carr, Public Health Consultant (*term ends Oct. 2014*)
- 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. 2014*)
- Lisa Van der Vinne, Public Health Practitioner (*term ends Oct.2014*)



- 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) (*term ends Oct. 2014*)
- Ivian Tchakarova, Health Safety and Wellness Trillium Health Partners Treasurer (*term ends Oct. 2015*)
- Secretariat: Workplace Safety & Prevention Services (WSPS) and Canadian Centre for Occupational Health and Safety (CCOHS)

Co-Chairs' Report

2013-14 was a year for strategic planning by the Board. Our newest addition to the Board, Mr. Timothy Fleming has been instrumental in leading the Board towards strategically planning OWHC's future course of action. Here are some of the highlights of the planning process to date:

- December 2013 - In late 2013, a short-term membership engagement strategy was developed. This strategy involved each Board member inviting 1-3 current or past members for an interview discussion. Board members hoped to gain a broader perspective on the organization and a better understanding of hopes for the future. The interview feedback was one input into the process that influenced the direction.
- January 21, 2014 - Board members met to **discuss** what they learned from the interviews. Based on this discussion, the Board created a first draft of a strategy with five preliminary priority areas which were later combined to form two main priorities. Committees were created to refine these. The plan was affirmed to be a living document to provide guidance over time.
- April 8, 2014 – The strategic areas were further refined with two of the five strategic areas rolled into one. Committees made up of Board members began work on the strategic areas, including seeking opportunities for further member engagement.
- July 8, 2014 - Strategic areas were validated and implementation ideas were prioritized. Implementation plans began to take solid shape with the committees continuing work
- September 2014 – The validity of the high level strategy within the strategic plan was confirmed by the Board while recognizing that the



limited resources were an ongoing challenge. A new implementation process was proposed in which committees would develop 30, 60 and 90 day plans based on the four strategic priority areas. Membership engagement and the need for further volunteer involvement in the implementation were recognized as priorities.

As a result of this work to date the Board of Directors are pleased to see the OWHC bring focus to the following strategic priority areas:

Strategic Priority Areas

<p>1.Sustainable Funding</p>	<p>2. Fostering Systemic Change</p>	<p>3. Member Engagement & Support</p>	<p>4.Governance</p>
<p>Micro Vision: The OWHC has steady financial support brought about by diversified funding sources, and private sector sponsorship that allows regular communication, branding and paid staff (executive director).</p>	<p>Micro Vision: The OWHC advocates for a comprehensive workplace health approach with supporting and intermediary organizations in Ontario and engages them in discussion and actions supporting the creation of healthy workplaces across the province.</p>	<p>Micro Vision: OWHC is seen as modern and vibrant – youthful, technological, fast-paced, and tactical</p> <p>The OWHC will engage our stakeholders to obtain the following results:</p> <ul style="list-style-type: none"> • Increase memberships • Increase partnership opportunities • Increase our relevance to our stakeholders • Increase traffic to our webpage • Empower our stakeholders with the tools to develop healthy workplaces • The OWHC creates a forum for Active Idea -Sharing between members. 	<p>Micro Vision:</p> <p>The OWHC is in compliance with the Ontario Not-for-Profit Corporations Act (ONCA) in terms of its governance.</p>



Governance & Administration

The Ontario Workplace Health Coalition (OWHC) held its fifth Annual General Meeting (AGM) on October 22, 2013 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 2013 and July 2014, the Board of Directors met eight times, either through face-to-face meetings (Five: August 20, 2013, October 22, January 21, 2014, April 8, and July 8) or by teleconferences (Three: September 19, 2013, December 17 and February 25, 2014).

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 & Andrew Harkness
- Vice-Chair: Norma Gibson-MacDonald
- Treasurer: Ivian Tchakarova
- Secretary: Roslyn Wright

Engaging Workplace Health Stakeholders

Members of the OWHC Board of Directors engaged in efforts to further grow and support initiatives amongst key stakeholders.

On May 13, 2014, Andrew Harkness and Janet Carr presented to the Ontario



Public Health Unit Community of Practice to share and discuss workplace wellness initiatives and healthy workplace models, including the OWHC version.

Gerry Culina participated in interview on the role of the OWHC, its model, services and networking opportunities available through the OWHC. The interview explored the journey of the OWHC through its development of the comprehensive workplace health promotion model. The OWHC's vision that all Ontario workplaces would recognize that workers mental, physical and psychosocial health is absolutely fundamental to organizational success and an integral part of an organizations business strategy and operations.

The OWHC has actively pursued developing a greater presence in the social media world:

- Created a twitter account and actively tweeting (@OHWC1), follow us on Twitter
- Using LinkedIn to reach and connect with members

The OWHC continued with our very popular Breakfast Networking Meetings, focusing on workplace health topics of interest to our membership.

- Also created telephone forum for networking meetings with guest speakers

Joan Burton

Former chair of OWHC, Joan Burton a leader and visionary dedicated to improving workplace health passed away in March 2014. Her work with the World Health Organization (WHO) as lead author that developed the WHO Healthy Workplace Framework was a testimony of her commitment to healthy workplaces. Joan was also an enthusiastic member of the Ontario Workplace Health Coalition (OWHC) both on the Acting Steering Committee and then on the first Board of Directors. Her death leaves a big hole in the workplace health community and she will be greatly missed

To honor Joan's pioneering legacy and commitment to workplace health, the OWHC has created a bursary and plans to hold the first annual Joan Burton Seminar in April 2015. This event is aimed at students in the Health, Safety & Wellness field to provide an opportunity to connect present and future practitioners in the area of comprehensive workplace health and safety.

This event has been planned with the hopes of mobilizing and exchanging knowledge between the new generation of wellness scholars and experienced professionals.



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

Andrew Harkness, Co-Chair, Ontario Workplace Health Coalition

Breakfast Meetings

This year the OWHC continued to offer a series of networking breakfast meetings and webinars. Most of the sessions were offered both in-person, and via live webinar in order to engage a wider audience:

- In October 2013, in conjunction with our 2013 Annual General Meeting, we had presentations by Dr. Martin Shain on **Protecting Workers' Mental Health** and Ms. Elizabeth Mills, President & CEO, Workplace Safety & Prevention Services.
- In March 2014, John Oudyk, Occupational Hygienist with the Hamilton Clinic of the Occupational Health Clinics for Ontario Workers, presented on the topic of **Tackling Workplace Sources of Stress**
- In May 2014, Jennifer Threndyle, AODA Specialist at Workplace Safety & Prevention Services presented on the topic of **Accessibility for Ontarians with Disabilities Act**

The aim is to offer these sessions at least 3 times per year, as a resource and networking opportunity for our members.



Special thanks to this year's sponsors Workplace Safety and Prevention Services, Canadian Centre for Occupational Health and Safety 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 represent 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 year, October 2014 to October 2015, there were three declared vacancies on the Ontario Workplace Health Coalition Board of Directors.

At the close of nominations, one nomination form had been completed and submitted.

The one nomination was from Lisa Van der Vinne. The Nominations Committee recommends that Lisa's nomination be acclaimed at our AGM. This does leave the board with two vacancies at this time.

The Nominations Committee foresees two major challenges, among many other challenges, for the Board in 2015. These challenges being: navigating the Ontario Not-for Profit Corporations Act (ONCA) for implementation by calendar year end 2015; and secondly, enticing medium and/or large private sector businesses with large –far-reaching networks to join and advocate for healthy workplaces.

With the challenges facing our board in 2015, the Nominations Committee is proposing using a developed set of criteria that board members can use as they review their networks for possible candidates that will bring specific skills to meet these challenges. The Committee proposes these criteria:

1. Meets the nomination eligibility criteria
2. Comes from a sector specific – preferably private sector – medium to large business
3. Working knowledge of the Ontario Not-for Profit Corporations Act (ONCA)



The Nominations Committee therefore recommends that all board members diligently scan their networks for possible nominees that have skill-sets related to the above criteria. This would enable the board to go forth with elections in 2015 with candidates that possess both expertise and passion in relation to furthering the vision and mission of the Ontario Workplace Health Coalition. Should a suitable candidate meeting the above criteria present themselves prior to the next call for nominations, the Board should investigate, through the Nominations Committee, their willingness to stand for the remainder of this year and the Board should appoint this candidate for the remainder of the current membership year.

Respectfully Submitted
September 12, 2014
Roslyn Wright
Janet Baker
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), specifies revised requirements for not-for-profit organizations and is expected to come into effect in 2016. Organizations will have three years after ONCA comes into force to adjust their governance documents.

The Governance Committee was struck in October 2013 to ensure that the OWHC is in compliance with the ONCA in terms of its governance. The two members of the committee, Lisa van der Vinne and Janet Carr, held four teleconferences and worked on a number of tasks related to governance between October 2013 and August 2014.

The committee has completed the following activities:

1. Researched the new legislative requirements for not-for-profit organizations under the ONCA;
2. Determined the governance areas where the OWHC is in compliance with the ONCA and the areas where changes will need to be made to bring the OWHC into compliance with the legislation;
3. Presented the Board of Directors with an overview of the issues to bring the OWHC into compliance with the ONCA;



4. Regularly updated the board regarding the status of the pending legislation;
5. Developed an action plan outlining the steps, timelines and accountabilities.

The committee is currently implementing the steps needed for the OWHC to meet the requirements of the ONCA by January 2016. An action plan was developed to focus on membership issues (membership structure, membership classes, member rights, and member rights to information). The committee drafted a resolution to update the By-Laws to reflect participation in meetings through electronic means and this will be voted on by the OWHC members at the Annual General Meeting on November 28, 2014.

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.

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.

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. New committee members are always welcome!

Respectfully submitted by:
Janet Carr,
Governance Lead



Ontario Workplace Health Coalition

Supporting comprehensive workplace health in Ontario

FINANCIAL STATEMENTS

ONTARIO WORKPLACE HEALTH COALITION

July 31, 2014

(Unaudited - See Notice to Reader)



Ontario Workplace Health Coalition

Supporting comprehensive workplace health in Ontario

**GOOD &
PARTNERS** LLP
CHARTERED ACCOUNTANTS

NOTICE TO READER

We have compiled the balance sheet of **Ontario Workplace Health Coalition** as at July 31, 2014 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.

Mississauga, Ontario
October 1, 2014

Chartered Accountants
Licensed Public Accountants



Ontario Workplace Health Coalition

BALANCE SHEET

(Unaudited - See Notice to Reader)

July 31	2014	2013
	\$	\$
ASSETS		
Current		
Cash	11,115	7,321
	11,115	7,321
LIABILITIES		
Current		
Accounts payable and accrued liabilities	1,536	1,797
Members' equity	9,579	5,524
	11,115	7,321



Ontario Workplace Health Coalition
STATEMENT OF OPERATIONS AND MEMBERS' EQUITY

(Unaudited - See Notice to Reader)

Year ended July 31	2014	2013
	\$	\$
Revenue		
Membership fees	3,130	2,700
Seminar	3,652	3,540
Sponsorship	-	500
Donations re: Joan Burton	<u>2,639</u>	<u>-</u>
	<u>9,421</u>	<u>6,740</u>
Expenses		
Bank charges	194	70
Board	1,818	1,935
Office	453	133
Professional fees	1,200	1,200
Seminar	1,701	315
Website	<u>-</u>	<u>384</u>
	<u>5,366</u>	<u>4,037</u>
Excess revenue over expenses for the year	4,055	2,703
Members' equity, begin of year	5,524	2,821
Members' equity, end of year	9,579	5,524
