



Ontario Workplace Health Coalition Annual Report August 1, 2015 - July 31, 2016

This report summarizes the activities of the Ontario Workplace Health Coalition (OWHC) between August 1, 2015 and July 31, 2016.

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 mission of the Ontario Workplace Health Coalition is to:

- Bring together, educate and support all workplace stakeholders who are working toward creating mentally, physically and psychologically healthy workplaces.

Board of Directors 2015-2016

- Sabrina Arvanitis, High Point Wellness Centre (*term ends Oct. 2017*)
- Terri Aversa, Ontario Public Service Employees Union (OPSEU) (*term ends Oct 2018*)
- Janet Baker, St. Thomas Elgin Public Health (*term ends Oct. 2017*)
- Gerry Culina, Canadian Centre for Occupational Health &



Safety- Co-Chair (*term ends Oct 2018*)

- Timothy Fleming, Innovation Works (*term ends Oct. 2017*)
- Susan Fuciarelli, Director, Health, Safety and Wellness, Hamilton Health Sciences (*resigned*)
- Krista Schmid, Workplace Safety and Prevention Services (*term ends Oct. 2017*)
- Allan Smofsky, Smofsky Strategic Planning (*term ends Oct 2017*)
- Ivian Tchakarova, Health Safety and Wellness Trillium (*term ends Oct. 2017*)
- Lisa Van der Vinne, Public Health Practitioner (*term ends Oct.2018*)
- Roslyn Wright, Transcontinental - Secretary (*term ends Oct. 2017*)
- Secretariat: Workplace Safety & Prevention Services (WSPS) and Canadian Centre for Occupational Health and Safety (CCOHS)

Co-Chairs' Report - 2015-16

We have a small but extremely hard-working and committed Board of Directors. Our Directors understand the importance of healthy workplaces in Ontario and the added value to an organization of a healthy workplace culture that values, respects and inspires their employees. This in turn brings creativity and productivity to the organization through healthy and happy employees.

During 2016 the Board has continued to pursue and develop the four priority areas identified in our 2014 strategic plan.

The activities the Board focused on in 2016 were:

1. **Mission Refresh.** In 2016 we revised our Mission. The goal of this was to enable us to better communicate more clearly what we do, with the expectation that this will serve the Vision better. The new Mission is found on our website. It is to:

Bring together, educate and support all workplace stakeholders who are working toward creating mentally, physically and psychologically healthy workplaces.

2. **Joan Burton Day of learning.** In 2016, we continued with our second annual Joan Burton Day of Learning. This year our invited speaker was Mary Ann Baynton, in addition to a panel of speakers who delivered short, discussion based sessions.
3. **Public Health Community of Practice.** This year, we were also able to partner with the Workplace Public Health Community of Practice to allow them to come together in-person to support their work. Talks to deepen this relationship are



underway.

4. **OWHC Newsletter.** This year we re-launched our newsletter, updating the look and feel and committing to sending out regular updates as well as recaps of our learning events and webinars.
5. **OWHC Webinars.** We are continuing to provide ongoing learning activities on current workplace health trends and topics.
6. **Sustainability Plan.** We are developing a plan to shift toward a broader impact in Ontario. We have made a decision to organize a provincial roundtable that will enable us to bring together core stakeholders and facilitate an action plan across the province. Although the plan is still unfolding, this new direction has captured the imagination of the Board.

This roundtable will help develop a plan to move toward a tipping point where the majority of workplaces in Ontario are promoting comprehensive health/wellness to their employees and treating their employees respectfully. This is a way of moving forward and gaining further traction on our OWHC Mission.

We acknowledge that this initiative is likely to take significant effort, and we will be reaching out to members to support this work. If you are interested in **volunteering** some time and energy toward this project, please contact tim@innovationworks.ca .

As co-chairs we want to thank each Board member and our Secretariat for all the time and efforts put into keeping us on-track. We also want to acknowledge and thank Workplace Safety & Prevention Services (WSPS) for their support with meeting space, technology and administrative support. We'd also like to thank Canadian Centre for Occupational Health and Safety (CCOHS) for their support managing website and member database.

We are looking forward to 2016-17 being a turning point year for the Coalition. To quote Margaret Mead....

"Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has." - **Margaret Mead**

Submitted by: Janet Baker and Tim Fleming



Administration

Meetings

The Ontario Workplace Health Coalition (OWHC) held its seventh Annual General Meeting (AGM) on November 10, 2015 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 2015 and July 2016, the Board of Directors met seven times. In 2015 there were two teleconference meetings on September 8 and 25 and 2 in-person meetings on October 7 and November 10. In 2016 the meetings were held on January 18, March 7, and July 19

Website

The OWHC website continues to be maintained and updated by the Canadian Centre for Occupational Health and Safety (CCOHS) systems team. An emphasis in the past year has been to improve the content and timeliness of information and improve the experience to OWHC members and others visiting the website. In addition, there have been changes made to the membership database to improve search and update capabilities, as well as access and contact to current members. Another emphasis has been to review the changes needed to comply with Canada's Anti-Spam Legislation (CASL). This legislation requires that OWHC exclude people from mailings who have not agreed to receive e-mails from us. We have complied with the requirement by instituting a permission statement within the business contact information and an "Unsubscribe" feature in the database. CASL also stipulates that OWHC must ensure that these people receive renewal notices annually. The focus will continue to be on how the website and related social media sites (e.g. Twitter, Facebook) will drive



greater traffic to the OWHC website in the future.

Submitted by: Gerry Culina, Vice Chair

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: Tim Fleming and Janet Baker
- Vice-Chair: Gerry Culina
- Treasurer: Susan Fuciarelli (resigned)
- Secretary: Roslyn Wright

Engaging Workplace Health Stakeholders.

Joan Burton Memorial Symposium

On April 19, 2016 the Ontario Workplace Health Coalition was proud to host the second annual Joan Burton Comprehensive Workplace Health Leadership Symposium. It is an honor and a privilege to continue the legacy of Joan Burton, by hosting another event in her memory.

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.

This year's keynote speaker was Mary Ann Baynton who provided an excellent overview of the Psychological Standard as well as practical tips for businesses adopting the Standard. Following Mary Ann, was Diana McNiven, Manager Compensation & Benefits at GE Canada. Diana's presentation focused on the journey that GE Canada has had in building a healthy workplace including implementing the Standard. Next on the agenda, Diana, Mary Ann and Leslie Orpana from the HKPR District Health Unit participated in an interactive panel forum discussing issues such as barriers to implementing the standard and how to have a more comprehensive approach to employee wellness.

The OWHC looks forward to continuing this event on an annual basis.

Breakfast Meetings & Events

Aside from the Joan Burton Symposium event, in the past 12 months, the OWHC hosted 4 additional excellent events in keeping with our mission. All of the occurrences were available by webinar and many were in-person as well, in order to best suit the needs of our members and guests. Here are some of the highlights from this past year:

- **November 2015** was the OWHC Annual General Meeting (AGM) with the keynote address delivered by Liane Davey on **Building Healthy Teams**. Following the keynote were breakout sessions on Mental Health First Aid and Health & Safety.
- On **February 10**, Erin Dick from Sun Life presented **the Preliminary Learnings from the Sun Life-Ivey Canadian Wellness ROI Study**. A webinar only event, it was an excellent overview of the value of workplace wellness programs with respect to areas such as organizational culture and engagement, and health habits of participants
- On **Thursday June 16th**, Karen Jackson, Senior Advisor, Healthy Workplace Strategies, Excellence Canada presented a webinar only to learn more about **Canada's Healthy Workplace Month® (CHWM)**. Canada's Healthy Workplace Month® (CHWM) website is a year-round resource for workplace administrators looking for activities, strategies, tips, and tools to help make their organizations physically and psychologically safe and healthy. The webinar included tips on how to navigate the site, and how to use the resources available in any size workplace to create healthy workplaces.



- The Coalition was proud to have Canadian Workplace Wellness Pioneer Award Winner **Marion Reeves**, Wellness Co-ordinator for the Peel Regional Police, present “**From Textbook to the Street: Lessons Learnt in Workplace Wellness**”. In this webinar only event, Marion discussed the successes and pitfalls that have helped shape the healthy lifestyle program in an organization with a para-military culture and challenges that ranged from shift work to multiple locations and changes in policing. The Coalition is excited to continue to offer these sessions at least 3 times per year, as a resource and networking opportunity for our members and interested parties.

In addition to the breakfast networking events, the Coalition has resumed publishing their newsletter on a quarterly basis. Contents include synopsis of previous events, profiles of our members and health & wellness articles.

The Coalition is also active on various social media channels including:

- Facebook (<https://www.facebook.com/Ontario-Workplace-Health-Coalition-424103657737096/?ref=settings>)
- Twitter (@OHWC1)
- LinkedIn

Please follow us to stay on top of upcoming event, wellness trends, offers and promotions.

Special thanks to our supporters Workplace Safety and Prevention Services (WSPS), Canadian Centre for Occupational Health and Safety (CCOHS), High Point Wellness Centre 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 2016 to October 2017, there were 5 declared vacancies on the Ontario Workplace Health Coalition Board of Directors.

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

The five accepted nominations were from:

1. Gerry Culina;
2. Lisa Van der Vinne
3. Terri Aversa
4. Lindsay Bell
5. Michael Glatz

The Nominations Committee recommends that these nominations be acclaimed at our Annual General Meeting on November 29, 2016.

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. The Board has therefore chosen to appoint for the upcoming year a student from Centennial College's Workplace Wellness and Health Promotion program – Nathan Kolar.

Submitted by: Roslyn Wright

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 2017 or later. The legislation will specify revised requirements for not-for-profit organizations. The government has promised to give at least 24 months' notice to the nonprofit sector before the ONCA takes effect.

The Governance Committee was started in October 2013 and continues to monitor and plan for the incoming ONCA legislation. Committee members include Terri Aversa, Lisa van der Vinne, and Janet Carr.

To date, 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 continues to work 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).

The committee will continue preparing for ONCA by reviewing and making recommendations regarding voting and proxies, meeting notices, directors, public benefit corporations and non-public benefit corporations, financial reviews and audits. We will also liaise as necessary 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.

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!

Submitted by: Terri Aversa, Governance Lead



Ontario Workplace Health Coalition

Supporting comprehensive workplace health in Ontario

FINANCIAL STATEMENTS

ONTARIO WORKPLACE HEALTH COALITION

July 31, 2016

(Unaudited - See Notice to Reader)



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NOTICE TO READER

We have compiled the balance sheet of **Ontario Workplace Health Coalition** as at July 31, 2016 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
September 1, 2015

Chartered Accountants
Licensed Public Accountants



Ontario Workplace Health Coalition

BALANCE SHEET

(Unaudited - See Notice to Reader)

July 31	2016	2015
	\$	\$
ASSETS		
Current		
Cash	13,929	11,554
	13,929	11,554
LIABILITIES		
Current		
Accounts payable and accrued liabilities	1,050	1,100
Members' equity	12,879	10,454
	13,929	11,554



Ontario Workplace Health Coalition
STATEMENT OF OPERATIONS AND MEMBERS' EQUITY

(Unaudited - See Notice to Reader)

Year ended July 31	2016	2015
	\$	\$
Revenue		
Membership fees	2,165	2,840
Seminar	766	-
Sponsorship re: AGM	731	1,180
Donations & Seminars re: Joan Burton	<u>3,589</u>	<u>3,589</u>
	<u>7,251</u>	<u>7,609</u>
Expenses		
Bank charges	45	45
Board travel and AGM	906	2,071
Office	-	895
Professional fees	1,050	1,100
Seminar re: Joan Burton	<u>2,825</u>	<u>2,623</u>
	<u>4,826</u>	<u>6,734</u>
Excess revenue over expenses for the year	2,425	875
Members' equity, begin of year	<u>10,454</u>	<u>9,579</u>
Members' equity, end of year	12,879	10,454

Note: In 2016, Donations & Seminars re: Joan Burton includes a late receipt of \$880 received in November 2015 relating to 2015.



Ontario Workplace Health Coalition

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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 honor 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.

Submitted by:

Janet Baker, Co-Chair, Ontario Workplace Health Coalition

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