



Ontario Healthy Workplace Coalition

Supporting comprehensive workplace health in Ontario

Ontario Healthy Workplace Coalition Annual Report

August 1, 2010 – July 31, 2011

This report summarizes the activities of the Ontario Healthy Workplace Coalition (OHWC) between August 1, 2010 and July 31, 2011.

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

Mission

The purpose of the Ontario Healthy Workplace Coalition is to:

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



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Board of Directors

- Kendal Bradley, *Schulich School of Business –Co-Chair (term ends Oct. 2011)*
- Joan Burton, Joan Burton & Associates, Workplace Wellness –Co-Chair *(term ends Oct. 2012)*
- Janet Carr, Public Health Consultant –Partnership Development Committee Co-Lead *(term ends Oct. 2012)*
- Erika Caspersen, Inspiring Hope-Innovative Wellness Solutions –Membership Engagement Standing Committee *(term ends Oct. 2011)*
- Gary Gannage, Association of Management, Administrative & Professional Crown Employees of Ontario (AMAPCEO) Public Policy and Systemic Change Committee Lead *(term ends Oct. 2011)*
- Andrew Harkness, Workplace Safety and Prevention Services –Vice Chair *(term ends Oct. 2011)*
- Susan Jakobson, Mary Ann Baynton & Associates–Partnership Development Committee Co-Lead *(term ends Oct. 2011)*
- Judy Kerling, Region of Peel –Treasurer *(term ends Oct. 2012)*
- Stan Murray, National Quality Institute -Sustainability Standing Committee *(term ends Oct. 2012)*
- Bonnie Topic, Retired –Membership Engagement Standing Committee *(term ends Oct. 2011)*
- Lorne Zon, Canadian Mental Health Association, Ontario -Sustainability Standing Committee *(term ends Oct. 2012)*
- Canadian Mental Health Association, Ontario Division (CMHA), Secretariat



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Co-Chairs' Report

Over the past year the Ontario Healthy Workplace Coalition (OHWC) has faced, overcome and struggled with much adversity and ambiguity. Despite being in a challenging environment, the Coalition has had many significant accomplishments and will be moving forward with strength and clarity of vision. The Board of Directors has and will continue to position the OHWC as an organization dedicated to creating healthy and safe workplaces in Ontario. We have been impressed with the commitment and passion of our members, and the interest and collaborative spirit of our new and existing partners. The successes highlighted in this report are thanks to the monumental efforts of many Ontario Healthy Workplace Coalition volunteers.

Governance & Administration

The Ontario Healthy Workplace Coalition (OHWC) held its third Annual General Meeting (AGM) on September 15, 2010 at the Centre for Health & Safety Innovation (CHSI) in Mississauga. CHSI graciously provided the OHWC with access to their videoconference/webinar technology so that OHWC members across the province who were unable to attend onsite could participate remotely. The OHWC appreciated the Workplace Safety and Prevention Services (WSPS) 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. As done for the 2010 AGM, the OHWC continues to use a "Notice to Reader" instead of a full financial audit, given our limited budget.

A number of resignations within the board meant that roles needed to be adapted and two new Directors were added to the board. Dawn Cressman and Bonnie Topic resigned during the year and were replaced by Susan Jakobson and Caron Reycraft. Lorne Zon, and Judy Kerling after 4 years on the board, announced their resignations effective after the AGM. Their positions will be filled in the 2011 election.

Between August 2010 and July 2011, the Board of Directors met either through face-to-face



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meetings or by teleconferences. At the initial meeting of the new Board, the Directors reorganized the standing committees and task forces and assigned new leads to each committee. The committees were organized to accommodate the new needs and priorities of the OHWC.

As of October 4th 2010 the new committees are:

- **Sustainability:** To develop and implement a financial plan to ensure the ongoing viability of the OHWC. This committee was led by Lorne Zon and Stan Murray.
- **Partnership Development:** To work with both private and public sector organizations to identify and develop healthy workplace initiatives of common interest. This committee was led by Janet Carr and Susan Jakobson.
- **Public Policy & Systemic Change:** To engage and influence government at all levels to adopt an active agenda in promoting healthy workplaces. This committee was led by Gary Gannage.
- **Membership Engagement:** To develop and implement a strategy to engage individual stakeholders in the healthy workplace movement. This committee was led by Erika Caspersen and Bonnie Topic.
- **Nominations Committee:** To seek out and encourage nominations to fill vacancies on the Board of Directors. This committee was led by Andrew Harkness.

These five committees replace the seven committees and task forces that existed previously. The committees and task forces that were restructured include: Advocacy Standing Committee, Capacity Building Standing Committee, Communications Standing Committee, Resource Integration Standing Committee, Nominations Committee, Membership Task Force, and Website Task Force.

The new executive committee: consisted of:

- Co-Chairs: Joan Burton & Kendal Bradley
- Vice-Chair: Andrew Harkness
- Treasurer: Judy Kerling
- Secretary: Susan Jakobson



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Symposium

Until this year, the OHWC had been involved with hosting an annual symposium with the Health Communication Unit (THCU). Due to changing in funding abilities and mandate of THCU, hosting a symposium was not possible this year. Over the past two years THCU has become part of the Ontario Agency for Health Protection and Promotion, and is no longer providing financial and administrative support to the OHWC.

However, the Membership Engagement Standing Committee conducted an environmental scan and determined that there are many more healthy workplace educational events being held now than in the past. Seemingly, the word about comprehensive workplace health is spreading! To not provide competition for any of these other events the Board decided not to hold a symposium this year, but rather to hold a shorter event in conjunction with our AGM in October 2011, as we did last year in September 2010.

Breakfast Meetings

In the OHWC's goal of providing relevant and engaging resources to our members, we have decided to take on a new type of event. Hosting Networking Breakfast Sessions are a new approach we are using to communicating with our members and generate operational funds. To date, we have had one event and a second session is planned. They will be held on a quarterly basis in different locations around the province, and will be made available remotely to members through video conferencing. More information about the breakfast sessions can be found in the Membership Engagement Committee Update.

Communication

In order to improve communication with our members the OHWC has taken advantage of the many social media resources that are available. Twitter is a social media tool that allows users to send and receive short, 140 character messages to other Twitter users. We created a Twitter account to help increase communication between the Coalition, its members and the broader world. The OHWC will use Twitter to let our followers know about events we are hosting and to pass on information about workplace health. This account will also be used as a way to pull together other workplace health stakeholders' resources and information and pass on to our followers. The OHWC Twitter account can be followed at @OHWC1.



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Change of OHWC's Name

Over the past 18 months, the OHWC has had numerous conversations with the National Quality Institute (NQI) regarding the use of the term "Healthy Workplaces". For over 10 years NQI has owned the term "Healthy Workplace" and they have a significant investment in the intellectual property related to the term "Healthy Workplace".

The Board of Directors reviewed many options and the board has agreed that, at present, the most viable and advantageous alternative is to begin the process of making a name change. The proposed name change provides the coalition with the opportunity to continue to evolve and reflect any and all healthy workplace models/practices available now and in the future.

Funding

We would be remiss if special thanks were not given to the Canadian Mental Health Association, Ontario Division; Workplace Safety and Prevention Services; and to Manulife Financial for their material support of the OHWC. CMHA Ontario Division donated not only office and meeting space, but also provided secretariat support. Workplace Safety and Prevention Services has been a wonderful host for the Annual General Meetings and the new Networking Breakfast meetings. Finally, Manulife Financial has been a wonderful support to the OHWC, by being the first sponsor of the Breakfast meetings.

As well, in order to move towards a more sustainable and independent business model the OHWC changed its membership fees for the first time in many years. The membership fees will be going up on August 1, 2011, for the membership year August 1, 2011 - July 31, 2012. The new rates will be \$60 for individual members, \$125 for organizational members (up to 5 members included) and complimentary for full-time students.

Acknowledgements

We would like to thank the Board of Directors, Standing Committees and the OHWC 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 and it because of the hard work of many groups and individuals across the province and beyond.

Respectfully Submitted by:

Kendal Bradley, Co-Chair, Ontario Healthy Workplace Coalition

Joan Burton, Co-Chair, Ontario Healthy Workplace Coalition



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Membership Engagement Committee

Leads: Erika Caspersen and Bonnie Topic

Committee Members: Myrna Ojala, Carolyn C. Tinglin, RN BScN, Michelle Tew, Linda Smith, Loradonna Botter, Corrinne McNally, Shaylyn Streach, Daniel Hall

The Membership Engagement Committee has been busy organizing the OHWC Networking Breakfast Meetings as well as an educational and networking event in conjunction with this year's Annual General Meeting.

Breakfast Meetings

The OHWC's first Networking Breakfast Meeting was held on June 29, 2011. The first speaker was one of our Co-chairs, Joan Burton, talking about the various ways "healthy workplaces" are perceived globally. In particular, she discussed the World Health Organization's new Healthy Workplace model and framework, which are strongly based on the Canadian model. The event was a great success as over 70 people attended, either in person or online, and those in attendance in person interacted enthusiastically. Manulife Financial generously stepped up to the plate to sponsor the event. We are also extremely grateful to the Centre for Health & Safety Innovation, who not only provided the venue, but also the video conferencing facilities and expertise. In addition, we'd like to thank Human Kinetics for donations of two excellent books for door prizes. The aim is to offer these sessions at least three times a year, as a resource and networking opportunity for our members.

Annual General Meeting and the NEW Standard for Psychological Health in the Workplace

Looking forward, on October 24th, 2011, OHWC members will be engaged, informed and inspired as Mary Ann Baynton, co-author with Dr. Martin Shain of *Preventing Workplace Meltdown: An Employer's Guide to Maintaining a Psychologically Safe Workplace*, provide an overview of the new standard for Psychological Health in the Workplace. Following the presentation participants will have the opportunity to provide their feedback and engage in further discussion. Following the morning session, participants are invited to stay for a healthy, hot lunch and the 2011 OHWC Annual General Meeting.

The Membership Engagement Committee hopes to build on the success of this year's events by continuing to offer an engagement and educational opportunity in conjunction with our annual AGM.



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On a Parting Note

Regretfully, Bonnie Topic resigned as Co Lead for the Membership Engagement Committee earlier this year due to retirement and family obligations. We wish to thank Bonnie for her tireless commitment, professionalism and dedication and wish her the best in her future endeavours.

Respectfully submitted by Erika Caspersen, Lead for the Membership Engagement Committee

Partnership Development Committee

Leads: Janet Carr & Susan Jakobson

Members: Jeff Faulkner, Monica Bovett, Adhira Mahajan

The Partnership Development Committee (PDC) was struck as a standing committee of the Ontario Healthy Workplace Coalition (OHWC) in October 2010. The purpose of the PDC is to work with private, public, and not-for-profit sector organizations in Ontario to identify and develop healthy workplace initiatives of common interest.

The PDC met five times in the past fiscal year - December 10, February 4, March 2, April 13, and June 8. The Committee members used Skype conferencing to connect for the meetings, with communication via email between meetings. The Committee developed terms of reference, a workplan for the year, and two documentation tools to record activities with each partner and to evaluate the partnership relationship.

The PDC considered the diversity of healthy workplace stakeholders and did a gap analysis of existing OHWC partners and members. The Committee identified key organizations that were not currently working with the OHWC but that might be interested in partnering on healthy workplace initiatives in the future. The Committee has worked on setting up meetings with these potential partners to explore areas of common interest that could lead to a formal partner agreement.



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The PDC has had some contact with key partners such as the Human Resources Professionals Association, the Ontario Occupational Health Nurses Association, and one of the Ontario Health & Safety Associations - Workplace Safety & Prevention Services (WSPS). Discussion between the OHWC and WSPS has resulted in a Memorandum of Understanding that articulates the shared intent of this strategic alliance.

As a result of an initiative with ParticipACTION, the OHWC is now part of their partner network and has been able to disseminate the workplace health messaging to a broader audience and for both organizations to promote each other's events. The PDC has started to draft an initial strategy to reach small business partners that will be developed more fully in the coming year.

In addition to developing new partnerships, the PDC has looked for opportunities to foster existing OHWC partnerships and has developed plans for maintaining strong links with these individuals and organizations.

Several workplace health stakeholders have shown their support for the work of the PDC, but for a variety of reasons have not been able to participate in the formal meetings. The Co-Leads have appreciated the contributions we received from Jeff Faulkner, Monica Bovett, and Adhira Mahajan in the past year, and the interest of Rachelle Mendoza, and Megan Laan in the Committee's work. New committee members are always welcome!

Respectfully Submitted by:

Janet Carr & Susan Jakobson

Co-Leads, Partnership Development Committee



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Sustainability Committee

Leads: Stan Murray and Lorne Zon

Members: Norma Gibson-MacDonald

The purpose of the Sustainability Committee (SC) is to develop strategies for the OHWC, which will allow the current and future plans of the provincial organization to be sustained.

The SC is a new committee developed this year and met to create a terms of reference document, a workplan for the year, and some suggested strategies for financial sustainability.

The SC has developed a new membership structure and fee structure for future symposiums, breakfast meetings and other events. The main purpose is to ensure there is sufficient funding to: ensure the initiatives of the OHWC are fully funded; the OHWC events are as successful as previous symposiums; that the ongoing work of running an organization is supported by staff; and that the Board of Directors can meet and be supported to ensure the smooth running of the organization.

New committee members are always welcome! If you are interested in becoming a member of the Sustainability Committee, please contact the OHWC Secretariat at info@ohwc.ca or by phone at 416-255-8666.

Submitted by: Stan Murray and Lorne Zon

Co-Leads, Partnership Development Committee

Nomination Standing Committee

Lead: Andrew Harkness

Members: Robyn Barbetta and Kendal Bradley

The Nominations Committee met a total of three times via teleconference. In October 2011, the Nominations Committee Chair will present the results of the 2011 OHWC Board election.

The number of candidates this year willing to stand for election to the Board of Directors was eight (2) and as there were 8 openings on the Board of Directors this term, all candidates have been acclaimed. The successful candidates will be announced at the upcoming OHWC AGM in



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October. The Board of Directors has chosen not to exercise its option to appoint any members to the board for 2012.

The Nominations Committee Chair, Andrew Harkness, wishes to thank his colleagues, Kendal Bradley and Robyn Barbetta for their hard work and patience.

Respectfully submitted by:

Andrew Harkness

Public Policy & Systemic Change Committee

Lead: Gary Gannage

Members: Bailey Vaez and Vic Pakalanis

The goal of the Public Policy & Systemic Change Committee is to engage and influence government at all levels to adopt an active agenda in promoting healthy workplaces. Gary Gannage, on behalf of the Public Policy & Systemic Change committee, worked with the co-chairs to create connections and build bridges with the government. This year the OHWC met with Deputy Minister of Labour Cynthia Morton.

We discussed the purpose of the OHWC, the successes the OHWC has seen in the past few years, the OHWC strategic direction and how the OHWC could be of service to the Ministry. Moving forward this committee will continue to look at how the OHWC can work with the Ministry of Health Promotion and the Ministry of Labour to create connections with various workplace health stakeholders.

Respectfully submitted by:

Gary Gannage.

FINANCIAL STATEMENTS

ONTARIO HEALTHY WORKPLACE COALITION

July 31, 2011

(Unaudited - See Notice to Reader)

NOTICE TO READER

We have compiled the balance sheet of **Ontario Healthy Workplace Coalition** as at July 31, 2011 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 31, 2011

Chartered Accountants
Licensed Public Accountants

Ontario Healthy Workplace Coalition

BALANCE SHEET

(Unaudited - See Notice to Reader)

July 31	2011	2010
	\$	\$
ASSETS		
Current		
Cash	5,674	6,603
	<hr/>	<hr/>
	5,674	6,603
LIABILITIES		
Current		
Accounts payable and accrued liabilities	2,231	1,600
Members' equity	3,443	5,003
	<hr/>	<hr/>
	5,674	6,603

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STATEMENT OF OPERATIONS AND MEMBERS' EQUITY

(Unaudited - See Notice to Reader)

Year ended July 31	2011	2010
	\$	\$
Revenue		
Membership fees	2,200	3,480
Symposium fees	-	150
Seminar	<u>2,500</u>	<u>-</u>
	<u>4,700</u>	<u>3,630</u>
Expenses		
Bank charges	45	46
Board	2,170	-
Domain registration and other	362	-
Insurance	810	-
Professional fees	1,600	1,600
Seminar	631	-
Telephone	<u>642</u>	<u>80</u>
	<u>6,260</u>	<u>1,726</u>
Excess (deficiency) revenue over expenses for the year	(1,560)	1,904
Members' equity, begin of year	5,003	3,099
Members' equity, end of year	3,443	5,003
