

Wellington-Dufferin-Guelph Public Health
MINUTES OF BOARD OF HEALTH
Wednesday January 11, 2019

The Board of Health of Wellington-Dufferin-Guelph Public Health Unit met at 1:00 p.m. at the **GUELPH** Office.

Members in attendance were: Mr. George Bridge (Interim Chair), Mr. Allan Alls, Ms. Christine Billings, Mr. Guy Gardhouse, Mr. Rodrigo Goller, Ms. June Hofland, Ms. Nancy MacDonald, Mr. Ralph Manktelow, Mr. Lambert Otten and Mr. Chris White.

Member(s) with regrets: NONE.

Ex-officio member(s) in attendance: Dr. Mercer, Medical Officer of Health & CEO.

Staff members in attendance were: Mr. Chris Beveridge, Ms. Rita Isley, Mr. David Kingma, Dr. Matthew Tenenbaum (Physician Consultant), Mr. Kyle Wilson, Mr. Justin Brown, Ms. Amy Estill, Mr. Chuck Ferguson, Ms. Karen Mulvey, Mr. Shawn Zentner, Ms. Shamendree Naidoo, Ms. Tori Walters, Ms. Heather Young and Ms. Sylvia Muir (Recording Secretary).

Guests in attendance were: NONE.

1.0 Call to Order

Dr. Mercer, Medical Officer of Health (MOH) and CEO called the meeting to order at 1:00 p.m. and welcomed three (3) new Board of Health (BOH) members to the BOH:

- Allan Alls, Councillor from the County of Wellington;
- Ralph Manktelow, Citizen Appointee from the County of Dufferin; and
- Rodrigo Goller, Councillor from the City of Guelph.

Status of BOH Vacancies

- The WDGPH BOH has five (5) provincial appointment vacancies (representing the County of Wellington, the County of Dufferin and the City of Guelph). The Province has not reappointed any Public Appointments.

2.0 Disclosure(s) of Pecuniary Interest

There are no disclosures of pecuniary interest declared at this time.

3.0 2019 Inaugural Meeting:

Elect Chair

Nominations for the position of Board Chair were opened by Dr. Mercer.

A. Alls nominated G. Bridge as Chair.

J. Hofland seconded the nomination.

G. Bridge accepted the nomination.

MOTION: “To close the nominations for the position of Board Chair.”

Moved: L. Otten
Seconded: C. Billings **CARRIED**

The BOH Chair continued on with the election of the Vice-Chair.

Elect Vice-Chair

Nominations for the position of Vice-Chair were opened by G. Bridge, BOH Chair.

G. Gardhouse nominated N. MacDonald as Vice-Chair.

C. White seconded the nomination.

N. MacDonald accepted the nomination.

MOTION: “To close the nominations for the position of Vice-Chair.”

Moved: C. White
Seconded: G. Gardhouse **CARRIED**

Elect Secretary-Treasurer

Secretary-Treasurer is also automatically the Chair of the Finance + Facilities Committee. Nominations for the position of Secretary-Treasurer were opened by G. Bridge, BOH Chair.

A. Alls nominated C. White as Secretary-Treasurer.

C. Billings seconded the nomination.

C. White accepted the nomination.

MOTION: “To close the nominations for the position of Secretary-Treasurer.”

Moved: C. Billings
Seconded: G. Gardhouse **CARRIED**

Establish Membership for Standing Committees

G. Bridge, BOH Chair advised that he would like to be a member of all the Standing Committees.

MOTION: “That the BOH Chair is a member of each of the BOH Standing Committees.”

Moved: C. White
Seconded: C. Billings **CARRIED**

Finance + Facilities Committee

The Secretary-Treasurer is automatically the Chair of the Finance + Facilities Committee. Therefore, C. White is the Finance + Facilities Chair.

Finance + Facilities Committee membership for 2019 was confirmed as follows:

Finance & Facilities Committee:	2019
Representing Wellington	Chris White (<i>Chair</i>)
Representing Wellington	Lambert Otten
Representing Wellington	George Bridge
Representing City of Guelph	Christine Billings
Representing City of Guelph	Rodrigo Goller

Audit Committee

Audit Committee membership for 2019 was confirmed as follows:

Audit Committee:	2019
Representing Wellington	George Bridge
Representing Wellington	Nancy MacDonald
Representing Dufferin	Ralph Manktelow
Representing City of Guelph	June Hofland
Representing City of Guelph	Christine Billings (<i>Chair</i>)

Elect Audit Chair

Nominations for the position of Audit Chair were opened by G. Bridge, BOH Chair.

J. Hofland nominated C. Billings as Audit Committee Chair.

R. Goller seconded the nomination.

C. Billings accepted the nomination.

MOTION: “To close the nominations for the position of Audit Committee Chair.”

Moved:	C. White	
Seconded:	L. Otten	CARRIED

Human Resources Committee

Human Resources Committee membership for 2019 was confirmed as follows:

Human Resources Committee:	2019
Representing Wellington	Allan Alls
Representing Wellington	George Bridge
Representing Wellington	Nancy MacDonald
Representing Wellington	Lambert Otten
Representing Dufferin	Guy Gardhouse (<i>Chair</i>)
Representing City of Guelph	June Hofland

Elect Human Resources Chair

Nominations for the position of Human Resources Chair were opened by G. Bridge, BOH Chair.

C. White nominated G. Gardhouse as Human Resources Committee Chair.
R. Goller seconded the nomination.

G. Gardhouse accepted the nomination.

MOTION: “To close the nominations for the position of Human Resources Committee Chair.”

Moved: C. White
Seconded: L. Otten **CARRIED**

MOTION: “To accept the 2019 membership of the Finance + Facilities, Audit and Human Resources Committees, as stated above.”

Moved: A. Alls
Seconded: R. Goller **CARRIED**

Dates and Times of Regular Meetings

The Board generally meets at 4:00 p.m. on the first Wednesday of each month, except in July and August. Therefore the dates for 2019 would be:

February 6th **May 1st** **October 2nd**
March 6th **June 5th** **November 6th**
April 3rd **September 4th** **December 4th**

MOTION: “To set meeting dates for 2019, as noted above.”

Moved: J. Hofland
Seconded: R. Goller **CARRIED**

Board Remuneration

Board remuneration, set out under Section 4 of By-Law No. 1 of the Board of Health for the Wellington-Dufferin-Guelph Health Unit, and more particularly in Board of Health Policy CA.42.01.100, will continue.

WDGPH will proceed with what is currently on file which was provided from the 3 Municipalities.

Appoint Auditors

In accordance with the *Municipal Act*, Public Health is required to use the auditor of the largest municipal funder, which in this case is the City of Guelph. Therefore, WDGPH's Auditor for 2019 is KPMG.

4.0 Approval of Minutes

NOTE: The BOH meeting of December 5, 2018 was cancelled.

MOTION: "To approve the Minutes of November 7, 2018, as presented."

Moved: C. White
Seconded: C. Billings **CARRIED**

5.0 MOH Updates

Cannabis Update

- Dr. Mercer and Dr. Tenenbaum have been presenting at area council meetings in regards to Cannabis Retail Stores.
- At a recent presentation to Guelph City Council, a misleading claim was made by a member of the cannabis industry that the introduction of retail stores for cannabis has resulted in consumption by youth to decrease dramatically. It appears that this was based on a single data point in Denver Colorado. A review of all of the data available, to date, from all states that have legalized cannabis and introduced retail models suggests that youth (age 12 to 17) use remains the same but that the 18 to 25 age group use increases often substantially.
- Dr. Mercer to provide a new fact about cannabis at each future 2019 BOH meeting.

Rabies Update

- There were 2 new cases of rabies outside of WDGPH's jurisdiction.

6.0 Presentation(s)

BOH Orientation (Presented by Dr. Tenenbaum)

Dr. Tenenbaum commenced his PP Presentation:

- Presentation provided a high-level overview of Public Health (What is Public Health, the work of Public Health, the legal framework and key legislation for Public Health and the Achievements of Public Health). Public Health is focused on prevention at a population level with multiple efforts from community partners. Public health happens everywhere.

All new BOH members will be receiving detailed, in person, BOH orientation from Dr. Mercer and/or Dr. Tenenbaum.

7.0 Business Arising

- NONE.

8.0 Consent Agenda

- BH.01.JAN1119.C01 – Hedgehog Inspection Database Upgrade – Program/Service Information Report.

MOTION:

- (a) **“That the Board of Health receive the Consent Agenda item, which has been given due consideration, for information.”**

Moved: C. White

Seconded: J. Hofland

CARRIED

9.0 BOH Report(s)

BH.01.JAN1119.R01 – Smoke Free Ontario Act, 2017

Dr. Mercer reviewed the contents of Report BH.01.JAN1119.R01.

S. Zentner, Manager, Health Protection, advised the BOH that signage “No Smoking No Vaping” is now available and that it is the responsibility of each municipality to ensure adequate signage for all relevant areas. WDGPH has sent out 1,800 letters advising that the signs are available.

MOTION:

- (a) **“That the Board of Health receive BOH Report BH.01.JAN1119.R01 – Smoke Free Ontario Act, 2017, as presented, for information.”**

Moved: J. Hofland

Seconded: L. Otten

CARRIED

BH.01.JAN1119.R02 – Results from the Wellington-Dufferin-Guelph Cannabis Survey

Dr. Mercer reviewed the contents of Report BH.01.JAN1119.R02.

Suggestion was made to reiterate information such as “this is a non-random sampling” in the “Conclusion” portion of these types of report as well as in the body of the report.

MOTION:

- (a) **“That the Board of Health receive BOH Report BH.01.JAN1119.R02 – Results from the Wellington-Dufferin-Guelph Cannabis Survey, as presented, for information.”**

Moved: J. Hofland

Seconded: C. Billings

CARRIED

10.0 Committee (Verbal) Report(s)

Audit Committee Report:

- NONE.

Human Resources Committee Report:

- NONE.

Finance + Facilities Committee Report:

D. Kingma, Director of Administrative Services, advised that the Finance + Facilities Committee met on Nov 9/18 to review/discuss the following Finance + Facilities Committee Reports that are being deferred to the BOH meeting of Feb 6/19:
BH.04.NOV0918.R17 – Investment Strategy Direction Follow-up;
BH.04.NOV0918.R18 – Review of Compliance with Procurement Policy and Procedure;
BH.04.NOV0918.R19 – 2018 Second Quarter Financials;
BH.04.NOV0918.R20 – 2018 Third Quarter Financials; and
BH.04.NOV0918.R21 – 2019 Draft Budget

D. Kingma commenced a PP Presentation entitled “2019 Draft Budget Board of Health Review” in conjunction with Finance & Facilities Committee Report BH.04.NOV0918.R21 – 2019 Draft Budget, as follows:

- The 2019 Draft Budget was reviewed by the Finance + Facilities Committee on November 9, 2018. With the December 5, 2018 BOH meeting being cancelled, due to the elections, the BOH is not voting on the 2019 Draft Budget today. Rather, this presentation is being provided as a high-level overview for the BOH’s information including: 2019 Budget Process including Steps and Timelines; identification of the Funders and the Funding; ERP Software Budget; Vison-Screening Program Budget (this is a new program for Public Health); One-Time Grant Requests (to be submitted with the ASP by Feb 28/19. Disclaimer from the MOHLTC in 2019 is that One-Time Grants are highly unlikely); and Areas of Risk.

Executive Committee Report:

G. Bridge, Executive Committee Chair, provided an update advising that the Executive Committee met on Nov 28/18 to review/discuss the following matter(s):

Office Hours – Christmas Closure

- In light of the fact that the December 5, 2018 BOH meeting was cancelled, due to the elections, the Executive Committee met to approve a one-day office closure (Dec 24/18) with pay for all employees. This is an annual matter and is considered a gift to all WDGPH Staff from the BOH.

(a) MOTION: “That the Board of Health approves the decision of the Executive Committee to authorize and direct Dr. Mercer, MOH & CEO, to close the WDGPH offices, for a full day on Monday December 24, 2018, and to grant all employees the time off with pay.”

**Moved: J. Hofland
Seconded: N. MacDonald CARRIED**

11.0 Correspondence

- The Honourable Lisa Thompson, Minister of Education, Response Letter to WDGPH BOH re Upcoming Changes to the Elementary Health and Physical Education Curriculum.

MOTION:

- (a) **“That the Board of Health receive the above-noted Correspondence, as presented, for information.”**

Moved: C. White
Seconded: C. Billings

CARRIED

12.0 CLOSED SESSION

- To approve the November 7, 2018 Closed Session BOH Minutes.
- Closed Session BOH Report **BH.01.JAN1119.R03** – Third Floor Renovation in Orangeville Office [property matters including security of property and/or a proposed or pending acquisition of land by the Board].
- MOH Performance Process Review [personal matters about an identifiable individual including BOH employees].

(2:55)

MOTION: “To move into Closed Session to approve Closed Session BOH Minutes of November 7, 2018; to review/discuss Closed Session BOH Report BH.01.JAN1119.R03 – Third Floor Renovation in Orangeville Office [property matters including security of property and/or a proposed or pending acquisition of land by the Board]; to obtain/discuss the MOH Performance Process Review [personal matters about an identifiable individual, including BOH employees].”

Moved: C. White
Seconded: J. Hofland

CARRIED

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MINUTES OF THE BOARD OF HEALTH
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CLOSED SESSION

Members in attendance were: Mr. George Bridge (Chair), Allan Alls, Ms. Christine Billings, Mr. Guy Gardhouse, Mr. Rodrigo Goller, Ms. June Hofland, Ms. Nancy MacDonald, Mr. Ralph Manktelow, Mr. Lambert Otten and Mr. Chris White.

Member(s) with regrets were: NONE.

Ex-officio member(s) in attendance were: Dr. Mercer, Medical Officer of Health & CEO.

Staff member(s) in attendance were: Mr. Chris Beveridge, Ms. Rita Isley, Mr. David Kingma, Mr. Kyle Wilson, Dr. Matthew Tenenbaum (Physician Consultant) and Ms. Sylvia Muir (Recording Secretary).

Guest(s) in attendance were: NONE.

CLOSED SESSION MINUTES TO BE PROVIDED UNDER SEPARATE COVER.

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(3:28) Returned to Open Session.

MOTION: “To Ratify the Closed Session Decisions of the January 11, 2019 Board of Health meeting.”

Moved: G. Gardhouse
Seconded: C. Billings **CARRIED**

Motion(s) brought forward from Closed Session:

MOTION:

- (a) “That the Board of Health receive Closed Session BOH Report BH.01.JAN1119.R03 – Third Floor Renovation in Orangeville Office, as presented, for information.”**

Moved: R. Goller
Seconded: C. White **CARRIED**

MOTION:

- (b) “That the Board of Health authorize WDGPH Staff to use up to a predetermined amount of the positive variance from the 2018 Budget to renovate the unfinished third floor of the Orangeville office so that this unused space can be leased.”**

Moved: R. Goller
Seconded: C. White **CARRIED**

13.0 Adjournment

The meeting was adjourned at 3:30 p.m.

MOTION: “To adjourn the meeting.”

Moved: C. White
Seconded: J. Hofland **CARRIED**