

Wellington-Dufferin-Guelph Public Health
MINUTES OF BOARD OF HEALTH
Wednesday January 3, 2018

The Board of Health of Wellington-Dufferin-Guelph Public Health Unit met at 4:00 p.m. at the **GUELPH** Office.

Members in attendance were: Ms. Nancy Sullivan (Chair), Ms. Margaret Abbink, Mr. William Baxter, Ms. Christine Billings, Mr. Guy Gardhouse, Ms. June Hofland, Mr. Dennis Lever, Ms. Nancy MacDonald, Mr. Ken McGhee, Mr. Lambert Otten, Mr. Allen Taylor and Mr. Chris White.

Member(s) with regrets: Mr. George Bridge and Mr. Cam Guthrie.

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

Staff members in attendance were: Mr. Chris Beveridge, Ms. Liz Bowden, Ms. Andrea Roberts, Ms. Rita Sethi, Mr. Kyle Wilson, Mr. Chuck Ferguson, Mr. Tom Craig, Ms. Shanna O'Dwyer, Ms. Janice Walters, Ms. Melissa Potwarka and Ms. Sylvia Muir (Recording Secretary).

Guests in attendance were: NONE.

1.0 Call to Order

N. Sullivan called the meeting to order at 4:00 p.m.

Status of BOH Vacancies

- The WDGPH BOH has one remaining provincial appointment vacancy (representing the City of Guelph). The Appointment is progressing and WDGPH BOH should have its final BOH member for the February BOH meeting.

2.0 Disclosure(s) of Pecuniary Interest

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

3.0 2018 Inaugural Meeting:

Elect Chair

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

D. Lever nominated N. Sullivan as Chair.

J. Hofland seconded the nomination.

N. Sullivan accepted the nomination.

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

Moved:

K. McGhee

Seconded:

A. Taylor

CARRIED

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

Elect Vice-Chair

N. Sullivan nominated A. Taylor as Vice-Chair.

J. Hofland seconded the nomination.

A. Taylor, accepted the nomination.

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

Moved: M. Abbink
Seconded: K. McGhee CARRIED

Elect Secretary-Treasurer

Secretary-Treasurer is also automatically the Chair of the Finance Committee.

J. Hofland nominated D. Lever as Secretary-Treasurer.

C. Billings seconded the nomination.

D. Lever accepted the nomination.

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

Moved: C. White
Seconded: C. Billings CARRIED

Establish Membership for Standing Committees

BOH Chair advised that she 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. Billings
Seconded: J. Hofland CARRIED

Facilities & Finance Committees to be combined into 1 Committee called Finance & Facilities Committee

N. Sullivan proposed the following recommendation to combine the Finance Committee and the Facilities Committee into one (1) Committee entitled Finance + Facilities Committee. The rationale being that the Facilities Committee was established to build new buildings which are now complete. Any further facilities items would likely be linked to financial aspects related to the facilities.

MOTION:

**“WHEREAS the WDGPH BOH Facilities Committee was initially created to secure suitable Guelph and Orangeville facilities;
AND WHEREAS the WDGPH Orangeville facility, located at 180 Broadway, was completed in June 2014;
AND WHEREAS the WDGPH Guelph facility, located at 160 Chancellors Way, was completed in June 2014;
AND WHEREAS the last WDGPH BOH Facilities Committee meetings took place on February 3, 2016, being the only Facilities Committee meeting in 2016 and on September 15, 2017, being the only Facilities Committee meeting in 2017;
NOW THEREFORE BE IT RESOLVED that the WDGPH BOH Facilities Committee and the WDGPH BOH Finance Committee be combined into one (1) Committee entitled the WDGPH Finance + Facilities Committee.”**

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

Finance + Facilities Committee

The Secretary-Treasurer is automatically the Chair of the Finance Committee. Now that this is a combined Committee, D. Lever has agreed to be the Finance + Facilities Committee Chair.

Finance + Facilities Committee membership for 2018 was confirmed as follows:

Finance & Facilities Committee:	2018
Representing Wellington	Dennis Lever (<i>Chair</i>)
Representing Wellington	Chris White
Representing Dufferin	Ken McGhee
Representing City of Guelph	Margaret Abbink
Representing City of Guelph	Christine Billings
Representing City of Guelph	Lambert Otten
Representing City of Guelph	Nancy Sullivan

Audit Committee

Audit Committee membership for 2018 was confirmed as follows:

Audit Committee:	2018
Representing Wellington	George Bridge
Representing Wellington	Nancy MacDonald
Representing Dufferin	Guy Gardhouse
Representing City of Guelph	June Hofland (<i>Chair</i>)
Representing City of Guelph	Cam Guthrie
Representing City of Guelph	Nancy Sullivan

Elect Audit Chair

G. Gardhouse nominated J. Hofland as Audit Committee Chair.

D. Lever seconded the nomination.

J. Hofland accepted the nomination.

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

**Moved: W. Baxter
Seconded: G. Gardhouse CARRIED**

MOTION: “To accept the 2018 membership of the Human Resources, Finance + Facilities & Audit Committees, as stated above.”

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

Human Resources Committee

Human Resources Committee membership for 2018 was confirmed as follows:

<u>Human Resources Committee:</u>	2018
Representing Wellington	William Baxter
Representing Wellington	Dennis Lever
Representing Dufferin	Guy Gardhouse (<i>Chair</i>)
Representing Dufferin	Allen Taylor
Representing City of Guelph	Margaret Abbink
Representing City of Guelph	June Hofland
Representing City of Guelph	Lambert Otten
Representing City of Guelph	Nancy Sullivan

Elect Human Resources Chair

W. Baxter nominated G. Gardhouse as Human Resources Committee Chair.

J. Hofland seconded the nomination.

G. Gardhouse accepted the nomination.

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

**Moved: C. Billings
Seconded: D. Lever CARRIED**

Discussion took place around implementing multi-year appointments to the Committees. Item to be placed on an Executive Committee Agenda for discussion.

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 2018 would be:

**February 7th
March 7th
April 4th**

**May 2nd
June 6th
September 5th**

**October 3rd
November 7th
December 5th**

MOTION: “To set meeting dates for 2018, as noted above.”

**Moved: J. Hofland
Seconded: D. Lever 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 2018 is KPMG.

4.0 Approval of Agenda

MOTION: “To approve the Agenda distributed for the January 3, 2018 BOH meeting, as amended (reordered – 13.0 – Closed Session to take place after 6.0).

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

5.0 Approval of Minutes

MOTION: “To approve the Minutes of December 6, 2017, as presented.”

**Moved: K. McGhee
Seconded: A. Taylor CARRIED**

6.0 MOH Updates

- NONE.

Agenda reordered to go into Closed Session at this time.

13.0 CLOSED SESSION

- To approve the December 6, 2017 Closed Session BOH Minutes.
- Closed Session BOH Report BH.01.JAN0318.R01 – 2017 ONA Contract Negotiations [labour relations or employee negotiations].
- Closed Session BOH Report BH.01.JAN0318.R02 – Non-Union Employee Wage Recommendation [labour relations or employee negotiations].
- MOH Update(s) [litigation or potential litigation, including matters before Administrative tribunals, affecting WDGPH]

(4:30)

MOTION: “To move into Closed Session to approve Closed Session BOH Minutes of December 6, 2017; to discuss Closed Session BOH Report BH.01.JAN0318.R01 – 2017 ONA Contract Negotiations Progress [labour relations or employee negotiations]; to discuss Closed Session BOH Report BH.01.JAN0318.R02 – Non-Union Employee Wage Recommendation [labour relations or employee negotiations]; and to obtain/discuss MOH Update(s) [litigation or potential litigation, including matters before Administrative tribunals, affecting WDGPH].”

Moved:

A. Taylor

Seconded:

C. Billings

CARRIED

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CLOSED SESSION

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

Staff member(s) in attendance were: Mr. Chris Beveridge, Ms. Liz Bowden, Ms. Andrea Roberts, Ms. Rita Sethi, Mr. Kyle Wilson, S. O'Dwyer and Ms. Sylvia Muir (Recording Secretary).

Guest(s) in attendance were: NONE.

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(4:50) Returned to Open Session.

(4:50) L. Bowden left meeting.

MOTION: “To Ratify the Closed Session Decisions of the January 3, 2018 Board of Health meeting.”

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

Motion(s) brought forward from Closed Session:

MOTION:

- (a) “That the Board of Health receive BOH Report BH.01.JAN0318.R01 – 2017 ONA Contract Negotiations, as presented, for information.”**

Moved: J. Hofland
Seconded: K. McGhee **CARRIED**

MOTION:

- (b) “That the Board of Health direct the Executive Committee to, subject to ratification by the Ontario Nurses Association (ONA), approve a new contract between the Board of Health for the Wellington-Dufferin-Guelph Health Unit and ONA, with key conditions.”**

Moved: J. Hofland
Seconded: K. McGhee **CARRIED**

MOTION:

- (a) “That the Board of Health receive BOH Report BH.01.JAN0318.R01 – Non-Union Employee Wage Recommendation, as presented, for information.”**

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

MOTION:

- (b) “That the Board of Health approve the same wage increases and vision enhancement coverage as provided for union employees (ONA) to all non-union employees, for three (3) years commencing January 1, 2018 and ending December 31, 2020.”**

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

7.0 Presentation(s)

2018 MOH Address to the BOH

Dr. Mercer commenced her BOH education session, via Power Point presentation, which provided a high level overview on matters/changes that affect the BOH:

- Appointment of an Associate Medical Officer of Health + Medical Officer of Health, Roles + Responsibilities and Requirements of the BOH as outlined in the new Policy Framework.
- Changes to the *Health Protection and Promotion Act (HPPA)* and associated Regulations including Bill 160.
- Timelines for implementation and overview of the New Ontario Public Health Standards.
- Overview of the Public Health Accountability Framework.
- Public Health Indicator Framework.
- Opioid Picture Locally (Prevention/Harm Reduction/Treatment/Enforcement). Role of Public Health in Community Opioid Response.

Throughout the education session, BOH members asked questions and sought clarification on the impact of the legislative changes and New Ontario Public Health Standards on the role of the BOH and the impact on WDGPH.

8.0 Business Arising

- NONE.

9.0 Consent Agenda

- NONE.

10.0 BOH Report(s)

- NONE.

11.0 Committee (Verbal) Report(s)

Audit Committee Report:

- NONE.

Executive Committee Report:

- NONE.

Human Resources Committee Report:

- NONE.

Facilities Committee Report:

- NONE.

Finance Committee Report:

- NONE.

12.0 Correspondence

- Susan M. Stone, CAO/Clerk-Treasurer, Township of Amaranth, Letter to WDGPH re Taking a Leadership Role in Preventing the Spread of Rabies by Offering Low Cost Rabies Clinics within Dufferin County.

MOTION:

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

Moved: C. White

Seconded: C. Billings

CARRIED

Agenda reordered – Item dealt with after 6.0 above.

13.0 Closed Session

14.0 Adjournment

The meeting was adjourned at 6:13 p.m.

MOTION: “To adjourn the meeting.”

Moved: K. McGhee

Seconded: J. Hofland

CARRIED