

**Wellington-Dufferin-Guelph Public Health**  
**MINUTES OF BOARD OF HEALTH**  
**Wednesday January 4, 2017**

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The Board of Health of Wellington-Dufferin-Guelph Public Health Unit met at 4:00 p.m. at the FERGUS 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, Mr. Keith Perron and Mr. Chris White.

**Member(s) with regrets:** Mr. George Bridge, Mr. Ken McGhee, Mr. Mark MacKinnon and Mr. Allen Taylor.

**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, Ms. Shanna O’Dwyer, Ms. Meighan Finlay 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
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Currently have 2 vacancies, for provincially appointed members, on the WDGPH BOH.

**UPDATES:**

- (i) Commencing in February 2017, BOH members will only be provided with a hard copy of the BOH Agenda. All other meeting materials will be provided electronically and IT staff will be available to assist with access. BOH members have the ability to print Open Session meeting materials should they wish to;
- (ii) Overview of the timing of the 2017 Audit Committee meetings took place and Auditors Engagement Letter has been received; and
- (iii) Due to weather conditions:
  - (a) the BOH’s annual get-together was deferred until spring; and
  - (b) the February 1, 2017 BOH meeting will take place in the Guelph office.

Notify LHIN CEO(s) that the February meeting will take place in the Guelph office.
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**2.0 Disclosure(s) of Pecuniary Interest**

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

**3.0 2017 Inaugural Meeting:**

**Elect Chair**

Nominations for the position of Board Chair were opened by N. Sullivan.

M. Abbink 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: M. Abbink**  
**Seconded: J. Hofland CARRIED**

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

**Elect Vice-Chair**

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

K. Perron seconded the nomination.

N. Sullivan, on behalf of A. Taylor, accepted the nomination.

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

**Moved: N. Sullivan**  
**Seconded: K. Perron CARRIED**

**Elect Secretary-Treasurer**

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

N. Sullivan nominated D. Lever as Secretary-Treasurer.

K. Perron seconded the nomination.

D. Lever accepted the nomination.

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

**Moved: N. Sullivan**  
**Seconded: K. Perron 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: G. Gardhouse**  
**Seconded: K. Perron CARRIED**

Human Resources Committee

Human Resources Committee members were selected as follows:

<b>Human Resources Committee:</b>	<b>2017</b>
Representing Wellington	William Baxter ( <i>Chair</i> )
Representing Wellington	Dennis Lever
Representing City of Guelph	Margaret Abbink
Representing City of Guelph	June Hofland
Representing City of Guelph	Keith Perron
Representing City of Guelph	Nancy Sullivan

**Elect Human Resources Chair**

K. Perron nominated W. Baxter as Human Resources Committee Chair.

G. Gardhouse seconded the nomination.

W. Baxter accepted the nomination.

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

<b>Moved:</b>	<b>K. Perron</b>	
<b>Seconded:</b>	<b>G. Gardhouse</b>	<b>CARRIED</b>

Facilities Committee

Facilities Committee members were selected as follows:

<b>Facilities Committee:</b>	<b>2017</b>
Representing Dufferin	Allen Taylor ( <i>Chair</i> )
Representing Dufferin	Ken McGhee
Representing Wellington	William Baxter
Representing Wellington	George Bridge
Representing City of Guelph	Mark MacKinnon
Representing City of Guelph	Nancy Sullivan

**Elect Facilities Chair**

N. Sullivan nominated A. Taylor as Facilities Committee Chair.

J. Hofland seconded the nomination.

N. Sullivan accepted the nomination on behalf of A. Taylor.

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

<b>Moved:</b>	<b>N. Sullivan</b>	
<b>Seconded:</b>	<b>J. Hofland</b>	<b>CARRIED</b>

Finance Committee

The Secretary-Treasurer is automatically the Chair of the Finance Committee. Therefore, D. Lever is the Finance Committee Chair.

Finance Committee members were selected as follows:

<b>Finance Committee:</b>	<b>2017</b>
Representing Wellington	Dennis Lever ( <i>Chair</i> )
Representing Wellington	Chris White
Representing City of Guelph	Margaret Abbink
Representing City of Guelph	Christine Billings
Representing City of Guelph	Keith Perron
Representing City of Guelph	Nancy Sullivan

Audit Committee

Audit Committee members were selected as follows:

<b>Audit Committee:</b>	<b>2017</b>
Representing Dufferin	Guy Gardhouse ( <i>Chair</i> )
Representing Wellington	George Bridge
Representing City of Guelph	June Hofland
Representing City of Guelph	Mark MacKinnon
Representing City of Guelph	Nancy Sullivan

**Elect Audit Chair**

J. Hofland nominated G. Gardhouse as Audit Committee Chair.  
D. Lever seconded the nomination.

G. Gardhouse accepted the nomination.

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

<b>Moved:</b>	<b>J. Hofland</b>	
<b>Seconded:</b>	<b>D. Lever</b>	<b>CARRIED</b>

**MOTION: “To accept the 2017 membership of the Personnel, Facilities, Finance & Audit Committees, as stated above, with the planned addition of a Dufferin representative on each of the Human Resources and Finance Committees.”**

<b>Moved:</b>	<b>J. Hofland</b>	
<b>Seconded:</b>	<b>D. Lever</b>	<b>CARRIED</b>

## **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 2017 would be:

**February 1<sup>st</sup>**  
**March 1<sup>st</sup>**  
**April 5<sup>th</sup>**

**May 3<sup>rd</sup>**  
**June 7<sup>th</sup>**  
**September 6<sup>th</sup>**

**October 4<sup>th</sup>**  
**November 1<sup>st</sup>**  
**December 6<sup>th</sup>**

**MOTION: “To set meeting dates for 2017, as noted above.”**

**Moved: J. Hofland**  
**Seconded: G. Gardhouse** **CARRIED**

**Wellington-Dufferin-Guelph Clerks to be provided with the WDGPH BOH meeting dates for 2017.**

## **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 2017 is KPMG.

### **4.0 Approval of Agenda**

**MOTION: “To approve the Agenda and any Addendums distributed for the December 7, 2016 BOH meeting, as presented.**

**Moved: C. Billings**  
**Seconded: K. Perron** **CARRIED**

### **5.0 Approval of Minutes**

**MOTION: “To approve the Minutes of December 7, 2016, as presented.”**

**Moved: K. Perron**  
**Seconded: G. Gardhouse** **CARRIED**

## 6.0 MOH Updates

Dr. Mercer provided updates on the following matters:

### Revisions to Bill 41 – *Patients First Act* – *ALPHA Summary*

- Bill 210 was introduced and reintroduced as Bill 41 after the legislature prorogued. Bill 41 received Royal Assent on December 8, 2016.
- Changes were made to the *HPPA* and the *LHIN Act*.
- Public Health funding and accountability will not be flowing through the LHINs.
- The legislation formalizes that MOHs and LHIN CEO(s) must engage. Currently, there is a Public Health Working Group that is meeting to define what the relationship between MOHs and LHINs will look like in the future, moving forward.

### Thank You Message from D. Auld

- Dr. Mercer read the message received from D. Auld, former WDGPH BOH Chair.

### Influenza

- 18 confirmed cases of influenza.
- Hospitals are experiencing higher volumes of patients.
- Season expected to peak over the next 2 weeks.
- WDGPH continues to work with all of our hospitals and long-term care homes to ensure the safe and efficient repatriation of patients back to their homes.

(4:55) C. White arrived.

## 7.0 Presentation(s)

### Strategic Plan Update

Dr. Mercer commenced her PowerPoint Presentation.

Development of a strategic plan is a requirement under the OPHOS (requirement 3.2) and its purpose is to enable effective governance of boards of health and to facilitate effective management of public health units.

The strategic plan will establish the foundation on which the health unit operates for the next 5 years and will guide staff in the planning and implementation of all programs and services.

The BOH has a number of responsibilities as it relates to the implementation and review of the Strategic Plan including:

- For the BOH, reviewing our progress towards achievement of Strategic Directions is an important function in the governance and stewardship of the Health Unit.
- BOH members should review the linkages to the strategic plan when reviewing BOH reports or program updates.
- Annual progress reports will be provided to BOH in support of the organizational standard requirement that the strategic plan be reviewed annually.
- BOH members should consider the Strategic Plan when prioritizing and considering decisions and/or directions of the Agency.

**8.0 Business Arising**

- NONE.

**9.0 Consent Agenda**

- NONE.

**10.0 BOH Report(s)**

**BH.01.JAN0417.R01 – Services and Supports for Low German Speaking Families**

Dr. Mercer reviewed the contents of Report BH.01.JAN0417.R01.

**MOTION:**

- (a) “That the Board of Health receive BOH Report BH.01.JAN0417.R01 – Services and Supports for Low German Speaking Families, as presented, for information.”

**Moved: J. Hofland**

**Seconded: C. Billings**

**CARRIED**

**BH.01.JAN0417.R02 – WDGPH Services Offered at the Shelldale Centre**

**MOTION:**

- (a) “That the Board of Health receive BOH Report BH.01.JAN0417.R02 – WDGPH Services Offered at the Shelldale Centre, as presented, for information.”

**Moved: M. Abbink**

**Seconded: J. Hofland**

**CARRIED**

**11.0 Committee (Verbal) Report(s)**

**Audit Committee Report:**

- No update.

**Facilities Committee Report:**

- No update.

**Finance Committee Report:**

- No update.

**Executive Committee Report:**

- No update.

**Human Resources Committee Report:**

- No update.

**12.0 Correspondence**

- NONE.

**13.0 CLOSED SESSION**

- To approve the Closed Session BOH Minutes of December 7, 2016.
- MOH Update(s) - [personal matters about an identifiable individual].

**(5:38)**

**MOTION: “To move into Closed Session to approve Closed Session BOH Minutes of December 7, 2016 and to review Closed Session MOH Update(s) – [personal matters about an identifiable individual].”**

**Moved:**

**C. Billings**

**Seconded:**

**D. Lever**

**CARRIED**



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**CLOSED SESSION**

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**Member(s) with regrets were:** Mr. George Bridge, Mr. Ken McGhee, Mr. Mark MacKinnon and Mr. Allen Taylor.

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

**Staff member(s) in attendance were:** Mr. Chris Beveridge, Ms. Andrea Roberts, Ms. Rita Sethi, Mr. Kyle Wilson and Ms. Sylvia Muir (Recording Secretary).

**Guest(s) in attendance were:** NONE.

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**CLOSED SESSION MINUTES TO BE PROVIDED UNDER SEPARATE COVER.**

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**(5:58) Returned to Open Session.**

**MOTION: “To Ratify the Closed Session Decisions of the January 4, 2017 Board of Health meeting.”**

**Moved: J. Hofland**  
**Seconded: M. Abbink** **CARRIED**

**14.0 Notice of Motion**

- NONE.

**15.0 Adjournment**

The meeting was adjourned at 6:00 p.m.

**MOTION: “To adjourn the meeting.”**

**Moved: W. Baxter**  
**Seconded: D. Lever** **CARRIED**