

Wellington-Dufferin-Guelph Public Health
MINUTES OF BOARD OF HEALTH
Wednesday June 1, 2016

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: Mr. Doug Auld (Chair), Ms. Margaret Abbink, Mr. William Baxter, Mr. Guy Gardhouse, Mr. Dennis Lever, Mr. Ken McGhee, Mr. Keith Perron, Ms. Nancy Sullivan, Mr. Allen Taylor and Mr. Chris White.

Member(s) with regrets: Ms. Christine Billings, Mr. George Bridge, Ms. June Hofland and Mr. Mark MacKinnon.

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

Staff members in attendance were: Ms. Elizabeth Bowden, Ms. Andrea Roberts, Ms. Rita Sethi, Mr. Rob Thompson, Ms. Jenn Austin, Mr. Jagjit Singh Bajwa, Mr. Tom Craig, Ms. Jill Davies, Mr. David George, Ms. Jennifer McCorrison, Ms. Shanna O'Dwyer, Ms. Janice Walters, Mr. Shawn Zentner and Ms. Sylvia Muir (Recording Secretary).

Guests in attendance were: Ms. Jaime Myslik, The Wellington Advertiser (Press).

1.0 Call to Order

D. Auld called the meeting to order at 4:00 p.m.

D. Auld thanked N. Sullivan for chairing the May 4, 2016 BOH meeting.

Dr. Mercer announced that Robert Thompson, Director, Health Protection will be retiring on October 21, 2016 and thanked him for his 40 years of service. The BOH wishes him many years of health and happiness in his retirement.

2.0 Disclosure(s) of Pecuniary Interest

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

3.0 Approval of Agenda

MOTION: "To approve the Agenda and any Addendums distributed for the June 1, 2016 BOH meeting, as presented.

Moved:	K. Perron	
Seconded:	M. Abbink	CARRIED

4.0 Approval of Minutes

MOTION: “To approve the Minutes of May 4, 2016 – not including the May 4, 2016 Closed Session Minutes, as amended.”

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

4(a) MOH Updates

Dr. Mercer provided updates on the following matters:

Suspension Letters - Immunization

- WDGPH sent out 352 suspension letters for 7 year-olds who did not have their vaccine records up-to-date on May 30th and 31st.
- As of June 1st, 155 7 year-olds are still under suspension (34 in Wellington, 58 in Dufferin + 63 in Guelph).
- Every parent received notification from WDGPH prior to suspension.
- Dr. Mercer conducted a radio announcement on vaccinations.

Review of Telephone System

- WDGPH is moving forward in reviewing our telephone system which was revealed as a concern in our 2015 client service survey.
- Nielsen IT Consulting, from London, is the successful party.

Ontario Special Olympics

- WDGPH staff raised funds to sponsor an athlete in Ontario Special Olympics which was held on May 26-28, in Guelph.

5.0 Presentation(s)

Communications Audit

J. Davies and J. Austin, from the WDGPH Communications department attended and distributed a one-page document entitled BOH Communications and Website Audit and asked that the BOH members complete and return to S. Muir. BOH members were also asked to update their contact information.

Strategic Plan Update – PowerPoint Presentation

- A. Taylor provided an update on the Strategic Plan.
- The Vision, Mission, Mandate and Values were updated to ensure clarity and readability for staff, community partners and the public.
 - The 4 Strategic Directions and Goals were identified, in detail.
 - A screenshot of the Strategic Plan (2016-2020) was displayed showing how it would appear on the new website. Users will be able to access strategic plan components (vision, mission, mandate, values, strategic directions) using either the directory or by double-clicking on highlighted areas or icons.

- A screenshot of the strategic directions was displayed which will be linked to other resources.
- The new website will be flexible in terms of the size and type of font to assist in accessing the information.
- The web-based version of the Strategic Plan will be updated with the approved strategic plan components and will be available to staff and the public thereafter.

6.0 Business Arising

Revised Skills Matrix

D. Auld reviewed the revised Skills Matrix document with the BOH. If the BOH should notice a gap in any BOH skill set, it could arrange for BOH training (eg. BOH retreat) to minimize any gap.

Document to be dated (Jun 1/16) and sent to the BOH members for completion.

(a) MOTION: “That the Board of Health approve the revised Skills Matrix, as a guideline for the BOH, as presented.”

Moved: N. Sullivan
Seconded: G. Gardhouse CARRIED

(4:32) C. White arrived.

7.0 Consent Agenda

- Receipt of Safe Water – Recreational Water Use – Interim Program Report (1st Quarter 2016).

MOTION:

(a) “That the Board of Health receive the Consent Agenda items, which have been given due consideration, for information.”

Moved: K. McGhee
Seconded: G. Gardhouse CARRIED

8.0 BOH Report(s)

BH.01.JUN0116.R09 – Riverside Medical Group Overview

Dr. Mercer reviewed the contents of Report BH.01.JUN0116.R09.

MOTION:

(a) “That the Board of Health receive BOH Report BH.01.JUN0116.R09 – Riverview Medical Group Overview, as presented, for information.”

Moved: M. Abbink
Seconded: W. Baxter CARRIED

BH.01.JUN0116.R10 – West Nile Virus Surveillance and Control 2015

Dr. Mercer reviewed the contents of Report BH.01.JUN0116.R10.

MOTION:

- (a) **“That the Board of Health receive BOH Report BH.01.JUN0116.R10 – West Nile Virus Surveillance and Control 2015, as presented, for information.”**

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

BH.01.JUN0116.R11 – 2015 Tick and Lyme Disease Program Report

Dr. Mercer reviewed the contents of Report BH.01.JUN0116.R11.

MOTION:

- (a) **“That the Board of Health receive BOH Report BH.01.JUN0116.R11 – 2015 Tick and Lyme Disease Program Report, as presented, for information.”**

Moved: D. Lever
Seconded: A. Taylor **CARRIED**

BH.01.JUN0116.R12 – A Public Health Approach to Cannabis Legalization in Canada

Dr. Mercer reviewed the contents of Report BH.01.JUN0116.R12.

Lengthy discussion took place around the report, especially the concern that WDGPH is not recommending the legalization of cannabis. Health Canada has been tasked with taking the lead on this issue. Currently, cannabis is still an illegal substance in Canada. If the Federal government does proceed with legalization, that the WDGPH BOH would like the Federal government to consider the following recommendations on this very important issue.

Letter to be revised and sent to the BOH for final review.
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MOTION:

- (a) **“That the Board of Health receive BOH Report BH.01.JUN0116.R12 – A Public Health Approach to Cannabis Legalization in Canada, as presented, for information.”**

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

MOTION:

- (b) “That the Board of Health send a letter to the federal government requesting consideration of the following recommendations, in the event that the federal government moves forward with the proposed introduction of cannabis legalization/legislation:
- (i) To adopt a public health approach to the proposed legalization of non-medical cannabis that includes strict regulations around production, distribution, promotion and sale;
 - (ii) To allow sufficient time to develop and build capacity to implement a policy that includes strict regulation;
 - (iii) To establish baseline data and mechanisms to monitor the local use of cannabis and related health and societal outcomes; and
 - (iv) To develop evidence-based prevention and harm reduction messaging for broad and continuous dissemination across the country.”

Moved: D. Lever
Seconded: N. Sullivan CARRIED

BH.01.JUN0116.R13 – BOH/Committee Self-Assessment Questionnaire

N. Sullivan provided highlights from Report BH.01.JUN0116.R13.

It was noted that the word “Evaluation” should be amended to read “Assessment” throughout the Report. The Report addresses all comments made from the evaluation of the 2015 BOH Self-Assessment Questionnaire. The Report also provides a proposed tool for future use at the BOH Committee level.

MOTION:

- (a) “That the Board of Health receive BOH Report BH.01.JUN0116.R13 – BOH/Committee Self-Assessment Questionnaire, as presented, for information.”

Moved: A. Taylor
Seconded: K. McGhee CARRIED

MOTION:

- (b) “That the Board of Health accept the Board of Health Self-Evaluation Policy, as presented in Appendix “1” of BOH Report BH.01.JUN0116.R13.”

Moved: C. White
Seconded: G. Gardhouse CARRIED

MOTION:

- (c) “That the Board of Health accept the Board off Health Self-Evaluation Procedure, as presented in Appendix “2” of BOH Report BH.01.JUN0116.R13.”

Moved: C. White
Seconded: G. Gardhouse CARRIED

MOTION:

- (d) **“That the Board of Health accept the Board of Health Self-Assessment Questionnaire, including Committee Self-Assessments, as presented in Appendix “3” of BOH Report BH.01.JUN0116.R13.”**

Moved: G. Gardhouse
Seconded: C. White

CARRIED

9.0 Committee (Verbal) Report(s)

Audit Committee Report:

- No update.

Finance Committee Report:

- No update.

Facilities Committee Report:

- No update.

Executive Committee Report:

- No update.

Human Resources Committee Report:

- No update.

10.0 Correspondence

- Jess Helmer, Chair, Middlesex-London Board of Health Resolution Supporting Letter from Dr. David McKeown, Medical Officer of Health for Toronto to the Honourable Peggy Sattler re Proposed Domestic and Sexual Violence Workplace Leave, Accommodation and Training Act.

BOH direction was provided to WDGPH Staff to bring back a BOH Report and/or Presentation to the Sep 7/16 BOH meeting on this matter.

- (a) **MOTION: “That the Board of Health received the above-noted Correspondence.”**

Moved: K. Perron
Seconded: G. Gardhouse

CARRIED

11.0 CLOSED SESSION

- To approve the May 4, 2016 Closed Session BOH Minutes.

(5:45)

MOTION: “To move into Closed Session to approve the May 4, 2016 BOH Closed Session Minutes.”

Moved: M. Abbink
Seconded: W. Baxter

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: Ms. Elizabeth Bowden, Ms. Andrea Roberts, Ms. Rita Sethi, Mr. Rob Thompson and Ms. Sylvia Muir (Recording Secretary).

Guest(s) in attendance were: NONE.

CLOSED SESSION MINUTES TO BE PROVIDED UNDER SEPARATE COVER.

(5:50) Returned to Open Session.

MOTION: “To Ratify the Closed Session Decisions of the June 1, 2016 Board of Health meeting.”

Moved: K. Perron
Seconded: K. McGhee **CARRIED**

12.0 Notice of Motion

- NONE.

Dr. Mercer announced the retirement of D. Monk VanWyck, Manager of Child Health, in August, after 15 years of service. The BOH extended its appreciation of D. Monk VanWycks’ service and wished her all the best in her retirement.

13.0 Adjournment

The meeting was adjourned at 5:51 p.m.

MOTION: “To adjourn the meeting.”

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