

Wellington-Dufferin-Guelph Public Health
MINUTES OF BOARD OF HEALTH
Wednesday March 6, 2019

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

Member(s) with regrets: Mr. Ralph Manktelow.

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, Ms. Andrea Roberts, Dr. Matthew Tenenbaum (Associate Medical Officer of Health), Mr. Kyle Wilson, Mr. Chuck Ferguson, Ms. Jessica Morris, Ms. Jennifer MacLeod, Ms. Marlene Jantzi-Bauman, Mr. Emerson Rajaram, Ms. Janice Walters, Mr. Shawn Zentner, Mr. Charles Wright, Ms. Amanda Scales, Ms. Katie Junkin and Ms. Sylvia Muir (Recording Secretary).

Guests in attendance were: NONE.

1.0 Call to Order

G. Bridge, Chair, called the meeting to order at 4:00 p.m.

Status of BOH Vacancies

- The WDGPH Board of Health (BOH) has three (5) provincial appointment vacancies (representing the County of Wellington, the County of Dufferin and the City of Guelph).

2.0 Disclosure(s) of Pecuniary Interest

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

3.0 Approval of Minutes

{NOTE: The BOH meeting of Feb 6/19 was cancelled due to weather}

MOTION: “To approve the Minutes of January 11, 2019, as presented.”

Moved:

C. Billings

Seconded:

C. White

CARRIED

4.0 MOH Updates

alPHa Conference of February 21/19 Update

- Dr. Mercer and R. Mantelow both attended and will provide more detail next meeting.
- BOH members were reminded that they are welcome to attend the alPHa conferences and that the conferences offer networking and are a good resource.

Cannabis (Update)

- Dr. Mercer spoke to the following Myth – “By making it more difficult for underaged youth to access cannabis, retail stores will cause underaged consumption of pot to decrease.” Dr. Mercer provided six (6) facts outlined in her March 2019 Edition of CannaBasics – Myth vs. Facts.

Health Canada Grant – Local Climate Change Initiative

- A collaborative proposal by WDGPH and the Region of Waterloo Public Health was submitted to Health Canada and was successful in receiving a grant for multi-year funding of \$300,000 over three (3) years. This work will provide an in-depth review of local climate projections, current and projected health risks and impacts related to climate change.

Suspension for Students Update

Highschools:

- 2,684 students with incomplete records were notified before Christmas 2018.
- 567 suspension orders were enforced.
- Majority of students back in school within a week with 1 outstanding suspension.

Elementary:

- 2,735 students with incomplete records were notified in early January 2019.
- 1,684 suspension orders were prepared and delivered to schools this week.
- WDGPH is running daily clinics over the next two (2) weeks.
- Suspensions will be enforced on March 19, 2019 for students who do not update their records during this time.

Total Philosophical exemptions currently on file for WDG students is 1,561.

5.0 Presentation(s)

- NONE.

6.0 Business Arising

By-Law No. 2

G. Bridge presented By-Law No. 2 for introduction and first and second readings of 2019 By-Law No. 2 of the Board of Health for the Wellington-Dufferin-Guelph Health Unit:

- BY-LAW NUMBER 2
Being a By-Law relating to the Banking and Finance of the Board of Health for the Wellington-Dufferin-Guelph Health Unit.

MOTION: “That leave be given to introduce and read a first and second time By-Law No. 2 inclusive, as presented.”

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

G. Bridge presented the proposed change to By-Law No. 2 being the updating of the title and division from Director of Finance and Corporate Operations to Director of Administrative Services.

MOTION: “That the 2019 By-Law No. 2 of the Board of Health for the Wellington-Dufferin-Guelph Health Unit, consisting of the following: By-law No. 2, as presented – Being the By-Law relating to the Banking and Finance, be read a third time and finally passed.

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

By-Law No. 3

G. Bridge presented By-Law No. 3 for introduction and first and second readings of 2019 By-Law No. 3 of the Board of Health for the Wellington-Dufferin-Guelph Health Unit:

- **BY-LAW NUMBER 3**
Being a By-Law relating to the Property of the Board of Health for the Wellington-Dufferin-Guelph Health Unit.

MOTION: “That leave be given to introduce and read a first and second time By-Law No. 3 inclusive, as presented.”

Moved: G. Bridge
Seconded: A. Alls **CARRIED**

G. Bridge presented the proposed change to By-Law No. 3 being the updating of the title and division from Director of Finance and Corporate Operations to Director of Administrative Services.

MOTION: “That the 2019 By-Law No. 3 of the Board of Health for the Wellington-Dufferin-Guelph Health Unit, consisting of the following: By-law No. 3, as presented – Being the By-Law relating to the Property, be read a third time and finally passed.

Moved: G. Bridge
Seconded: A. Alls **CARRIED**

By-Law No. 5

G. Bridge presented By-Law No. 5 for introduction and first and second readings of 2019 By-Law No. 5 of the Board of Health for the Wellington-Dufferin-Guelph Health Unit:

- **BY-LAW NUMBER 5**
Being a By-Law relating to the Appointment of an Acting Medical Officer of Health of the Board of Health for the Wellington-Dufferin-Guelph Health Unit.

MOTION: “That leave be given to introduce and read a first and second time By-Law No. 5 inclusive, as presented.”

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

G. Bridge presented the proposed changes to By-Law No. 5 being the updating of the names of the MOHs/AMOHs and Health Units.

MOTION: “That the 2019 By-Law No. 5 of the Board of Health for the Wellington-Dufferin-Guelph Health Unit, consisting of the following: By-law No. 5, as presented – Being the By-Law relating to the Appointment of an Acting Medical Officer of Health, be read a third time and finally passed.

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

7.0 Consent Agenda

{NOTE: This section includes Program/Service Information Reports deferred from the cancelled BOH mtg of Feb 6/19}

- BH.01.FEB0619.C02 – Dufferin County Low Cost Rabies Clinics – Program/Service Information Report.
- BH.01.FEB0619.C03 – Safe Water Program – Program/Service Information Report.
- BH.01.FEB0619.C04 – 2018 Year-End Food Safety Program Performance Indicator Summary – Program/Service Information Report.
- BH.01.FEB0619.C05 – Infectious Diseases Program 2018 Fourth Quarter Summary – 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. Billings
Seconded: J. Hofland **CARRIED**

8.0 BOH Report(s)

{NOTE: This section includes BOH Reports deferred from the cancelled BOH mtg of Feb 6/19}

BH.01.FEB0619.R04 – 2017-18 Youth Survey

Dr. Mercer introduced Report BH.01.FEB0619.R04 and Blair Hodson spoke to the content. This is a local health and well-being survey of youth. This is a valuable tool for our communities.

MOTION:

- (a) **“That the Board of Health receive BOH Report BH.01.FEB0619.R04 – 2017-18 Youth Survey, as presented, for information.”**

Moved: J. Hofland

Seconded: C. White

CARRIED

BH.01.FEB0619.R05 – 2019 One-Time Grants

Dr. Mercer reviewed the contents of Report BH.01.FEB0619.R05. Since the time of this report, the date for submission has changed from March 1st to April 1, 2019.

MOTION:

- (c) **“That the Board of Health receive BOH Report BH.01.FEB0619.R05 – 2019 One-Time Grants, as presented, for information.”**

Moved: J. Hofland

Seconded: A. Alls

CARRIED

BH.01.FEB0619.R06 – Alcohol Policy: Options for Municipalities

Dr. Mercer introduced Report BH.01.FEB0619.R06 and Dr. Tenenbaum reviewed the contents of the Report.

BOH requested this Report be provided to the CAOs for Wellington-Dufferin-Guelph.

MOTION:

- (c) **“That the Board of Health receive BOH Report BH.01.FEB0619.R06 – Alcohol Policy: Options for Municipalities, as presented, for information.”**

Moved: J. Hofland

Seconded: G. Gardhouse

CARRIED

BH.01.MAR0619.R07 – Vaccine Wastage for 2018

Dr. Mercer reviewed the contents of Report BH.01.MAR0619.R07.
M. Jantzi-Bauman spoke to the Report. Currently, we don't have real-time data from physicians/pharmacies. There is no penalty for over-ordering/expired product wastage which is problematic. Future reports to include internal verses external wastage.

MOTION:

- (c) **“That the Board of Health receive BOH Report BH.01.MAR0619.R07 – Vaccine Wastage for 2018, as presented, for information.”**

Moved: J. Hofland
Seconded: L. Otten **CARRIED**

BH.01.MAR0619.R08 – WDGPH Annual Privacy Program Update

Dr. Mercer reviewed the contents of Report BH.01.MAR0619.R08.
Charles Wright, Privacy & Information Analyst at WDGPH, was introduced and spoke to the Report. Agency Privacy Impact Assessments are also completed by C. Wright

MOTION:

- (c) **“That the Board of Health receive BOH Report BH.01.MAR0619.R08 – WDGPH Annual Privacy Program Update, as presented, for information.”**

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

BH.01.MAR0619.R09 – Built Environment Baseline Indicators Project Report

Dr. Mercer reviewed the contents of Report BH.01.MAR0619.R09.
A. Roberts and Amanda Scales spoke to the Report.

MOTION:

- (c) **“That the Board of Health receive BOH Report BH.01.MAR0619.R09 – Built Environment Baseline Indicators Project Report, as presented, for information.”**

Moved: J. Hofland
Seconded: L. Otten **CARRIED**

9.0 Committee (Verbal) Report(s)

Human Resources Committee Report:

- NONE.

Executive Committee Report:

- NONE.

Audit Committee Report:

C. Billings, Chair, provided an update advising that the Audit Committee met on Mar 6/19 to review/discuss the following matter(s):

KPMG Audit Planning Report for Year-Ending December 31, 2018

- Matthew Betik (Partner), from KPMG attended and presented their Audit Plan for the 2018 audit. They confirmed KPMG’s independence from WDGPH. Auditors take a risk-based audit approach and key areas of focus for 2018 will be (i) tangible capital assets and amortization expense; (ii) accounts payable and accrued liabilities; and (iii) salary and wages expenses including payroll accruals. The Audit will take place the week of March 11th – 15th, 2019.

Motion(s) passed at the Mar 6/19 BOH Meeting:

KPMG Audit Planning Report for Year-Ending December 31, 2018:

(a) MOTION: “That the Board of Health accepts the recommendation of the Audit Committee and receives the KPMG Audit Planning Report for Year-Ending December 31, 2018, as presented.”

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

Finance + Facilities Committee Report:

C. White, Finance + Facilities Committee Chair, provided an update advising that the Finance + Facilities Committee met on Nov 9/18 to review/discuss the following matter(s):

BH.04.NOV0918.R17 – Investment Strategy Direction Follow-up

- The legal opinion that WDGPH was asked to obtain is incorporated within this Report.
- WDGPH staff were directed to draft a Policy & Procedure based on our current practice of maintaining funds not immediately required for use in the agency’s bank account.

BH.04.NOV0918.R18 – Review of Compliance with Procurement Policy and Procedure

- This report is provided for information to enable the Board to discharge its responsibilities under the Accountability Framework section of the Ontario Public Health Standards with regard to: (i) Understanding the key aspects of the Procurement P&P; (ii) Present the results of internal review of compliance with the Procurement P&P; and (iii) Please note that this initiative reflects an internal review - not an audit.
- The Committee discussed that periodically a larger random sample should be selected. Consensus was that every 4 – 5 years, a more extensive review be conducted.

BH.04.NOV0918.R19 – 2018 Second Quarter Financials

BH.04.NOV0918.R20 – 2018 Third Quarter Financials

BH.04.NOV0918.R21 – 2019 Draft Budget

- This is a status quo budget which reflects a provincial funding increase of 0%; a municipal funding increase of 2%; a salary increase of 1.25% for all eligible management, union and non-union staff; and the following benefit changes:
 - Statutory – approximately 2% increases based on trajectory from past 3 years.
 - Non-statutory – overall decrease of 5.5% due to switch to Sun Life in July 2018.
- This budget was presented by D. Kingma at the January BOH meeting, it has been shared with WDGPH’s three (3) municipal funders and was presented and received at City of Guelph’s shared service providers budget meeting.

Motion(s) passed at the Mar 6/19 BOH Meeting:

BH.04.NOV0918.R17 – 2019 Draft Budget

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Facilities Committee and receives Finance + Facilities Committee Report BH.04.NOV0918.R17 – Follow-up: Investment Strategy Direction, as presented, for information.”

Moved: C. White
Seconded: C. Billings CARRIED

(b) MOTION: “That the Board of Health accepts the recommendation of the Finance + Facilities Committee and directs staff to develop an Investment Policy & Procedure for the Board of Health based on the current practices.”

Moved: C. White
Seconded: C. Billings CARRIED

BH.04.NOV0918.R18 – Review of Compliance with Procurement Policy & Procedure

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Facilities Committee to receive Finance + Facilities Committee Report BH.04.NOV0918.R18 – Review of Compliance with Procurement Policy & Procedure, as presented, for information.”

Moved: C. White
Seconded: A. Alls CARRIED

BH.04.NOV0918.R19 – 2018 Second Quarter Financials

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Facilities Committee to receive Finance + Facilities Committee Report BH.04.NOV0918.R19 – 2018 Second Quarter Financials, as presented, for information.”

Moved: C. White
Seconded: L. Otten CARRIED

BH.04.NOV0918.R20 – 2018 Third Quarter Financials

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Facilities Committee to receive Finance + Facilities Committee Report BH.04.NOV0918.R20 – 2018 Third Quarter Financials, as presented, for information.”

Moved: C. White
Seconded: C. Billings CARRIED

BH.04.NOV0918.R21 – 2019 Draft Budget

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Facilities Committee to receive Finance + Facilities Committee Report BH.04.NOV0918.R21 – 2019 Draft Budget, as presented, for approval.”

Moved: C. White
Seconded: C. Billings CARRIED

10.0 Correspondence

- Christine Elliott, Deputy Premier and Minister of Health and Long-Term Care, MOHLTC re Appointment of Dr. Matthew Tenenbaum as the Associate Medical Officer of Health for Wellington-Dufferin-Guelph Public Health.

MOTION:

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

Moved: R. Goller
Seconded: G. Gardhouse CARRIED

11.0 CLOSED SESSION

- To approve the January 11, 2019 Closed Session BOH Minutes.
- MOH Update(s) [personal matters about an identifiable individual, including BOH employees].
- MOH Performance Process Review [personal matters about an identifiable individual including BOH employees].

(5:29)

MOTION: “To move into Closed Session to approve Closed Session BOH Minutes of January 11, 2019; to obtain/discuss MOH Update(s) [personal matters about an identifiable individual, including BOH employees]; and to obtain/discuss the MOH Performance Process Review [personal matters about an identifiable individual, including BOH employees].”

Moved: J. Hofland
Seconded: G. Gardhouse CARRIED

Wellington-Dufferin-Guelph Public Health
MINUTES OF THE BOARD OF HEALTH
Wednesday March 6, 2019

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. Lambert Otten and Mr. Chris White.

Member(s) with regrets were: Mr. Ralph Manktelow.

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

Staff member(s) in attendance were: Mr. David Kingma and Ms. Sylvia Muir (Recording Secretary).

Guest(s) in attendance were: NONE.

CLOSED SESSION MINUTES TO BE PROVIDED UNDER SEPARATE COVER.

CLOSED SESSION MINUTES TO BE PROVIDED UNDER SEPARATE COVER.

(6:29) Returned to Open Session.

MOTION: “To Ratify the Closed Session Decisions of the March 6, 2019 Board of Health meeting.”

Moved: A. Alls
Seconded: M. MacDonald CARRIED

Motion(s) brought forward from Closed Session:

MOTION: “That the Board of Health approves the 2018 MOH Performance Review and the 2019 MOH Performance Objectives Plan, as presented.”

Moved: G. Gardhouse
Seconded: A. Alls CARRIED

12.0 Adjournment

The meeting was adjourned at 6:30 p.m.

MOTION: “To adjourn the meeting.”

Moved: J. Hofland
Seconded: R. Goller CARRIED