

Wellington-Dufferin-Guelph Public Health
MINUTES OF BOARD OF HEALTH
Wednesday November 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, Mr. Ralph Manktelow, Mr. Lambert Otten and Mr. Chris White.

Member(s) with regrets: Ms. Nancy MacDonald.

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

Staff members in attendance were: Mr. Chris Beveridge, Mr. David Kingma, Mr. Kyle Wilson, Ms. Amy Estill, Mr. Rob Cunnington, Ms. Rosalyn LaRochelle, Ms. Janice Walters, Mr. Patryk Wardach, Mr. Shawn Zentner, Mr. Charles Wright and Ms. Sylvia Muir (Recording Secretary).

Guests in attendance were: Mr. Jon Duncan (Guelph Mercury Tribune).

1.0 Call to Order

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

2.0 Disclosure(s) of Pecuniary Interest

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

3.0 Approval of Minutes

MOTION: “To approve the Minutes of October 2, 2019, as presented.”

Moved: L. Otten

Seconded: J. Hofland

CARRIED

4.0 MOH Updates

Cannabis (Update)

- Dr. Mercer spoke to the November 2019 Edition of Cannabis Facts entitled “Self-Medicating with Cannabis: A Complex and Concerning Issue” as follows: (1) Cannabis is a complex substance; (2) The evidence for therapeutic benefit is limited; (3) People who use cannabis as a coping strategy for mental health problems can have worse outcomes; (4) There are known harms to using cannabis; (5) Many people who use for medical reasons also use for non-medical reasons; and (6) Cannabis may interact with medications, medical conditions or may not be the best treatment option.

Vaping (Update)

- October 25, 2019, the Minister of Health announced that point-of-sale displays promoting vapour products would be prohibited in convenience stores and gas stations as of January 1, 2020.
- Vaping is an increasing public health concern given its prevalence among youth with some evidence indicating that e-cigarette use is associated with initiation of smoking in youth.

Influenza (Update)

- Influenza A(H3N2) is the most common influenza virus circulating in Canada.
- Influenza vaccine effectiveness estimates for the 2019-20 season are anticipated to be available in February or March 2020.
- WDGPH immunized 1,818 people at our high-risk clinics. 40% of these clients were over the age of 65 and 14% were under the age of 5.
- WDGPH is expected to run out of the high-dose vaccine by next week and there is none available until the end of November or early December due to manufacturing /supply issues.

5.0 Presentation(s)

2020 Draft Budget

- At the direction of the Finance + Facilities Committee, Finance + Facilities Committee Report BH.04.NOV0619.R10 – 2020 Draft Budget, in conjunction with the 2020 Draft Budget presentation, to be discussed in Closed Session due to staffing implications.

6.0 Business Arising

2020 BOH Meeting Schedule

- Traditionally, the BOH meets ten (10) times, per year. In 2020, the BOH membership will be reduced to eight (8) members, with no provincial appointments. A proposal was made to reduce the number of BOH meetings, in 2020, to eight (8) meetings per year, eliminating January and October.
- Committee meetings to take place back-to-back to BOH meetings.
- A further proposal was made to reduce and, in some instances, combine the Committees as follows: Finance-Audit Committee, Human Resources Committee and Executive Committee. This proposal was accepted and will be incorporated in the 2020 year.

BOH members to advise Dr. Mercer or S. Muir of their Committee preference for 2020.

MOTION:

- (a) **“That the Board of Health eliminate the January and October 2020 BOH meetings and hold the October 2020 BOH meeting time as a place-holder.”**

Moved: J. Hofland
Seconded: R. Goller

CARRIED

Office Hours – Holiday Closure

- This is a gift from the BOH to all WDGPH staff.

MOTION:

- (a) **“That the Board of Health authorizes and directs Dr. Mercer, Medical Officer of Health and CEO to close the WDGPH offices, for a full day on Friday December 27, 2019, and to grant all employees the time off with pay.”**

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

7.0 Consent Agenda

- BH.01.NOV0619.C19 – Vaccine Coverage in School-Age Children – Program/Service Information Report.
- BH.01.NOV0619.C20 – Infectious and Communicable Disease Prevention and Control Programs Q3 Program Summary – Program/Service Information Report.
- BH.01.NOV0619.C21 – 2019 Q3 Food Safety Program Performance Indicator Summary – Program/Service Information Report.
- BH.01.NOV0619.C22 – 2019 Q3 Safe Water Program Summary – Program/Service Information Report.

MOTION:

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

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

8.0 BOH Report(s)

BH.01.NOV0619.R21 – Climate Change and Health Vulnerability Assessment Update

Dr. Mercer introduced Report BH.01.NOV0619.R21 and S. Zentner spoke to the content.

MOTION:

- (a) **“That the Board of Health receive BOH Report BH.01.NOV0619.R21 – Climate Change and Health Vulnerability Assessment Update, as presented, for information.”**

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

BH.01.NOV0619.R22 – WDGPH – The Modern Enterprise

Dr. Mercer introduced and K. Wilson spoke to Report BH.01.NOV0619.R22.

MOTION:

- (a) **“That the Board of Health receive BOH Report BH.01.NOV0619.R22 – WDGPH – The Modern Enterprise, as presented, for information.”**

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

9.0 Committee (Verbal) Report(s)

Audit Committee Report:

- NONE.

Executive Committee Report:

- NONE.

Human Resources Committee Report:

- NONE.

Finance + Facilities Committee Report:

C. White, Chair, provided an update advising that the Finance + Facilities Committee met on Nov 6/19 to review/discuss the following matter(s):

BH.04.NOV0619.R08 – Enterprise Resource Planning (ERP) Project Update

- WDGPH had previously purchased an ERP system but placed the project on hold with the Ministry announcement regarding Public Health Unit amalgamations.
- The successful ERP vendor is Sparkrock and the official launch was October 15, 2019.
- WDGPH to submit another One-Time Grant Request.

BH.04.NOV0619.R09 – 2019 Third Quarter Financials

- This Report serves as a snapshot of where WDGPH was as at September 30, 2019.
- Appendix “1” represents the statement of revenue and expenditures as at September 30, 2019 for the Cost-Shared Mandatory programs.
- At present, WDGPH is predicting a modest surplus at the end of the 2019 year.

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

BH.04.NOV0619.R08 – Enterprise Resource Planning (ERP) Project Update

- (a) **MOTION: “That the Board of Health accepts the recommendation of the Finance + Facilities Committee and receives BH.04.NOV0619.R08 – Enterprise Resource Planning (ERP) Project Update, as presented, for information.”**

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

BH.04.NOV0619.R09 – 2019 Third Quarter Financials

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Facilities Committee and receives BH.04.NOV0619.R09 – 2019 Third Quarter Financials, as presented, for information.”

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

Finance + Facilities Committee Report BH.04.NOV0619.R10 – 2020 Draft Budget, in conjunction with the presentation, to be discussed in Closed Session due to staffing implications.

11.0 CLOSED SESSION

- To move into Closed Session to review/discuss Finance + Facilities Committee Report BH.04.NOV0619.R10 - 2020 Draft Budget and presentation [Personal matters about an identifiable individual, including Board employees].
- To approve the October 2, 2019 Closed Session BOH Minutes.
- MOH Update(s) [a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board].

(4:49)

MOTION: “To move into Closed Session to discuss and approve the 2020 Draft Budget [Personal matters about an identifiable individual, including Board employees]; to approve Closed Session BOH Minutes of October 2, 2019; and to obtain/discuss MOH Update(s) [a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board].”

Moved: J. Hofland
Seconded: R. Goller **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), Mr. Allan Alls, Ms. Christine Billings, Mr. Guy Gardhouse, Mr. Rodrigo Goller, Ms. June Hofland, Mr. Ralph Manktelow, Mr. Lambert Otten and Mr. Chris White.

Member(s) with regrets were: Ms. Nancy MacDonald.

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

Staff member(s) in attendance were: Mr. Chris Beveridge, Mr. David Kingma, Mr. Kyle Wilson 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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(5:18) Returned to Open Session.

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

Moved: C. White
Seconded: A. Alls **CARRIED**

Motion(s) brought forward from Closed Session:

MOTION: “To approve the Closed Session Minutes of October 2, 2019, as presented.”

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

Finance + Facilities Committee Report BH.04.NOV0619.R10 – 2020 Draft Budget

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

BH.04.NOV0619.R10 – 2020 Draft Budget

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Facilities Committee and approves the 2020 Draft Budget as presented in Finance + Facilities Committee Report BH.04.NOV0619.R10 – 2020 Draft Budget.”

Moved: C. Billings
Seconded: A. Alls **CARRIED**

(b) MOTION: “That the Board of Health accepts the recommendation of the Finance + Facilities Committee and receives BH.04.NOV0619.R10 – 2020 Draft Budget, as presented, for information.”

Moved: C. Billings
Seconded: A. Alls **CARRIED**

10.0 Correspondence

- NONE.

12.0 Adjournment

The meeting was adjourned at 5:30 p.m.

MOTION: “To adjourn the meeting.”

Moved: L. Otten
Seconded: R. Manktelow **CARRIED**