

Wellington-Dufferin-Guelph Public Health
MINUTES OF BOARD OF HEALTH
Wednesday June 7, 2017

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, Mr. Cam Guthrie, Ms. June Hofland, Mr. Dennis Lever, Mr. Ken McGhee, Mr. Lambert Otten and Mr. Chris White.

Member(s) with regrets: Mr. George Bridge, Ms. Nancy MacDonald 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, Mr. Andrea Roberts, Mr. Kyle Wilson, Mr. Tom Craig, Mr. Chuck Ferguson, Ms. Marlene Jantzi-Bauman, Ms. Jennifer MacLeod, Mr. Brian McKechnie, Ms. Jessica Morris, Ms. Shanna O’Dwyer, Mr. Shawn Zentner and Ms. Sylvia Muir (Recording Secretary).

Guests in attendance were: NONE.

1.0 Call to Order

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

Status of BOH Vacancies

- N. Sullivan welcomed Mr. Lambert Otten (representing the County of Wellington) to the WDGPH BOH. L. Otten introduced himself to the BOH.
- WDGPH BOH has another new provincial appointee, Ms. Nancy MacDonald (representing the County of Wellington), who will join us at the September BOH meeting.
- The WDGPH BOH has one remaining provincial appointment vacancy (representing the City of Guelph).

Ratification of 2017 Committee Membership

- N. Sullivan confirmed that C. Guthrie and L. Otten received their BOH orientation on May 31, 2017 wherein they provided their preference of Committees to sit on.
- C. Guthrie joined the Audit and Facilities Committees and L. Otten joined the Finance and Human Resources Committees.

2017 Human Resources Committee		2017 Facilities Committee	
Representing Wellington	William Baxter (<i>Chair</i>)	Representing Wellington	William Baxter
Representing Wellington	Dennis Lever	Representing Wellington	George Bridge
Representing Wellington	Lambert Otten	Representing Dufferin	Allen Taylor (<i>Chair</i>)
Representing Dufferin	Allen Taylor	Representing Dufferin	Ken McGhee
Representing City of Guelph	Margaret Abbink	Representing City of Guelph	Cam Guthrie
Representing City of Guelph	June Hofland	Representing City of Guelph	Nancy Sullivan
Representing City of Guelph	Nancy Sullivan		

2017 Finance Committee		2017 Audit Committee	
Representing Wellington	Dennis Lever (<i>Chair</i>)	Representing Wellington	George Bridge
Representing Wellington	Lambert Otten	Representing Dufferin	Guy Gardhouse (<i>Chair</i>)
Representing Wellington	Chris White	Representing City of Guelph	June Hofland
Representing Dufferin	Ken McGhee	Representing City of Guelph	Cam Guthrie
Representing City of Guelph	Margaret Abbink	Representing City of Guelph	Nancy Sullivan
Representing City of Guelph	Christine Billings		
Representing City of Guelph	Nancy Sullivan		

MOTION: “To accept the 2017 membership of the Human Resources, Facilities, Finance & Audit Committees as stated above.”

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

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 distributed for the June 7, 2017 BOH meeting, as presented.

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

4.0 Approval of Minutes

MOTION: “To approve the Minutes of May 3, 2017, as presented.”

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

5.0 MOH Updates

Dr. Mercer provided updates on the following matters:

WDGPH Resignations

- 2 resignations were announced:
 - (i) Dr. Robert Hawkins (12 years of service), has taken a job at the Region of York managing the Oral Health Program. His last day at WDGPH is June 28, 2017; and
 - (ii) Jennifer McCorriston (10 years of service), Manager of Healthy Communities, has taken a job at the University of Waterloo, as the Associate Director of Health Promotion. Her last day at WDGPH is July 2017.

Both Dr. Hawkins and J. McCorriston will be greatly missed.

Rabies Update

- There has been an increase of rabies activity in Ontario. Currently there are 321 cases.
- Vaccine baits were dropped in the Region of Waterloo and parts of Wellington County. Ministry of Natural Resources and Forestry (MNR) will be dropping baits, in south of Guelph, in mid-July 2017.
- Contact information on the promotional magnets and materials have been amended. MNR contact information has been replaced with “Contact Local Animal Control or Police”.

GRCA/Water Testing at Beaches Update

- Discontinuing water testing at beaches has been in discussion for quite some time between Public Health and the Grand River Conservation Authority (GRCA).
- Lab samples are a single point in historical time thereby possibly providing a false sense of security for the public.
- According to the Ontario Public Health Standards, a public beach is a municipally owned beach. All the beaches within WDGPH’s boundaries are (GRCA) beaches and are the responsibility of the GRCA.

(4:13) D. Lever arrived.

Patients First – System Changes Update

- Provincial documents have been posted to Leading Boards (under “Documentation” and under “Provincial Reports”).
- MOHLTC Memorandum was delivered to the BOH Chairs and CEOs regarding update and next steps for the Modernized Ontario Standards for Public Health Programs and Services and Accountability and Organizational Requirements.
- Dr. Mercer is a member of the Accountability Implementation Task Force along with 4 other MOHs.
- Expert Panel has completed its work.

Opioids Update

- The WDGPH Health Analytics team has taken on the role of monitoring, assessing and reporting on opioid-related events in Wellington-Dufferin-Guelph.
- WDGPH is working towards distributing Naloxone in the community and will be working with ARCH.

Wanna-Cry Ransomware Attack Update

- Wanna-Cry, the world-wide ransomware attack, did not affect WDGPH.

Changes to the *Municipal Act* Update

- Recent changes were made to the *Municipal Act* allowing for BOH members to call in to meetings. It appears that callers will not count towards quorum, do not have a vote and cannot participate in Closed Session. We are awaiting further details on the changes to the legislation prior to implementation.

WDGPH/Waterloo Public Health Presentation at the WWLHIN Board of Directors Update

- Dr. Mercer and Dr. Nolan (Waterloo Region MOH) were invited to present at the Waterloo-Wellington Local Health Integration Network Board of Directors meeting on May 24, 2017.
- Presentation was well-received.

Auditor General E-Mail

- Several BOH members and staff members were invited to participate in an Office of the Auditor General of Ontario (on-line) Survey.
- Deadline is June 21, 2017.
- N. Sullivan encouraged the BOH members that were contacted to complete the survey.

6.0 Presentation(s)

- NONE.

7.0 Business Arising

- NONE.

8.0 Consent Agenda

- NONE.

9.0 BOH Report(s)

BH.01.JUN0717.R14 – Population Health Monitoring

Dr. Mercer introduced the Report. This Report is a follow-up to the 2015 Chief Medical Officer of Health of Ontario’s Annual Report. Report posted on Leading Boards under “Provincial Reports”. J. MacLeod spoke to the contents of Report BH.01.JUN0717.R14.

MOTION:

- (a) **“That the Board of Health receive BOH Report BH.01.JUN0717.R14 – Population Health Monitoring, as presented, for information.”**

Moved: C. Billings
Seconded: M. Abbink

CARRIED

BH.01.JUN0717.R15 – Vaccine Wastage Report (Jul-Dec 2016)

Dr. Mercer reviewed the contents of Report BH.01.JUN0717.R15.

MOTION:

- (a) **“That the Board of Health receive BOH Report BH.01.JUN0717.R15 – Vaccine Wastage Report (Jul-Dec 2016), as presented, for information.”**

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

BH.01.JUN0717.R16 – 2016 West Nile Virus Summary

C. Beveridge reviewed the contents of Report BH.01.JUN0717.R16.

MOTION:

- (a) **“That the Board of Health receive BOH Report BH.01.JUN0717.R16 – 2016 West Nile Virus Summary, as presented, for information.”**

Moved: C. Guthrie
Seconded: C. Billings **CARRIED**

BH.01.JUN0717.R17 – 2016 Tick Surveillance Summary

C. Beveridge reviewed the contents of Report BH.01.JUN0717.R17.

MOTION:

- (a) **“That the Board of Health receive BOH Report BH.01.JUN0717.R17 – 2016 Tick Surveillance Summary, as presented, for information.”**

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

BH.01.JUN0717.R18 – Yearly Communications Highlights 2016

L. Bowden reviewed the contents of Report BH.01.JUN0717.R18.

MOTION:

- (a) **“That the Board of Health receive BOH Report BH.01.JUN0717.R18 – Yearly Communications Highlights 2016, as presented, for information.”**

Moved: C. Guthrie
Seconded: C. White **CARRIED**

BH.01.JUN0717.R19 – Organizational Communications Plan 2017

L. Bowden reviewed the contents of Report BH.01.JUN0717.R19.

MOTION:

- (a) **“That the Board of Health receive BOH Report BH.01.JUN0717.R19 – Organizational Communications Plan 2017, as presented, for information.”**

Moved: J. Hofland

Seconded: M. Abbink

CARRIED

BH.01.JUN0717.R20 – IT in the 21st Century

K. Wilson reviewed the contents of Report BH.01.JUN0717.R20.

MOTION:

- (a) **“That the Board of Health receive BOH Report BH.01.JUN0717.R20 – IT in the 21st Century, as presented, for information.”**

Moved: J. Hofland

Seconded: M. Abbink

CARRIED

10.0 Committee (Verbal) Report(s)

Audit Committee Report:

- No update.

Executive Committee Report:

- No update.

Facilities Committee Report:

- No update.

Human Resources Committee Report:

- No update.

Finance Committee Report:

D. Lever, Finance Committee Chair, provided an update advising that the Finance Committee met on May 29/17 to review/discuss the following matter(s):

BH.04.MAY2917.R07 – Compliance with Board of Health Procedure: Stewardship of Management Operations – Financial Policies & Procedures

BH.04.MAY2917.R08 – 2017 First Quarter Financials

BH.04.MAY2917.R09 – Banking Resolution re Line of Credit

BH.04.MAY2917.R10 – 2016 Census Budget Impacts – DEFERRED to BOH Mtg of Sep 6/17

The following Motion(s) were passed in Open Session at the Finance Committee meeting of May 29/17:

BH.04.MAY2917.R07 – Compliance with Board of Health Procedure: Stewardship of Management Operations – Financial Policies & Procedures:

(a) MOTION: “That the Finance Committee makes recommendation to the Board of Health to receive Finance Committee Report BH.04.MAY2917.R07 – Compliance with Board of Health Procedure: Stewardship of Management Operations – Financial Policies & Procedures , as presented, for information.”

Moved: K. McGhee
 Seconded: C. Billings CARRIED

BH.04.MAY2917.R08 – 2017 First Quarter Financials:

(a) MOTION: “That the Finance Committee makes recommendation to the Board of Health to receive Finance Committee Report BH.04.MAY2917.R08 – 2017 First Quarter Financials, as presented, for information.”

Moved: N. Sullivan
 Seconded: C. White CARRIED

BH.04.MAY2917.R09 – Banking Resolution re Line of Credit:

(a) MOTION: “That the Finance Committee makes recommendation to the Board of Health to receive Finance Committee Report BH.04.MAY2917.R09 – Banking Resolution re Line of Credit, as presented, for information.”

Moved: C. Billings
 Seconded: M. Abbink CARRIED

(b) MOTION: “That the Finance Committee makes recommendation to the Board of Health to approve a resolution authorizing the Medical Officer of Health and CEO, on behalf of the Board of Health, to enter into an Agreement with the Toronto-Dominion Bank to maintain an operating line of credit up to \$500,000.”

Moved: C. Billings
 Seconded: M. Abbink CARRIED

BH.04.MAY2917.R10 – 2016 Census Budget Impacts:

(a) MOTION: “That the Finance Committee makes recommendation to the Board of Health to receive Finance Committee Report BH.04.MAY2917.R10 –2016 Census Budget Impacts, for information.”

Moved: C. Billings
 Seconded: N. Sullivan CARRIED

(b) MOTION: “That the Finance Committee makes recommendation to the Board of Health to:

- (i) approve the use of the 2016 Statistics Canada Census of Population as the basis for the municipal funding split beginning in 2018;
- (ii) continue to use the 2016 Statistics Canada Census of Population as the basis for the funding split until the budget year following the release of the next census population figures; and
- (iii) that the legislation forms the basis of the municipal split.”

Moved: C. Billings
 Seconded: N. Sullivan CARRIED

BH.04.MAY2917.R11 – Historical Provincial/Municipal Split:

(a) MOTION: “That the Finance Committee makes recommendation to the Board of Health to receive Finance Committee Report BH.04.MAY2917.R11 – Historical Provincial/Municipal Split, as presented, for information.”

Moved: K. McGhee
 Seconded: N. Sullivan CARRIED

Motion(s) passed at the June 07/17 BOH Meeting:

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance Committee to receive Finance Committee Report BH.04.MAY2917.R07 – Compliance with Board of Health Procedure: Stewardship of Management Operations – Financial Policies & Procedures, as presented, for information.”

**Moved: D. Lever
Seconded: J. Hofland CARRIED**

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance Committee to receive Finance Committee Report BH.04.MAY2917.R08 – 2017 First Quarter Financials, as presented, for information.”

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

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance Committee to receive Finance Committee Report BH.04.MAY2917.R09 – Banking Resolution re Line of Credit, as presented, for information.”

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

(b) MOTION: “That the Board of Health accepts the recommendation of the Finance Committee and approves a resolution authorizing the Medical Officer of Health and CEO, on behalf of the Board of Health, to enter into an Agreement with the Toronto-Dominion Bank to maintain an operating line of credit up to \$500,000.”

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

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance Committee to receive Finance Committee Report BH.04.MAY2917.R11 – Historical Provincial/Municipal Split, as presented, for information.”

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

11.0 Correspondence

- Ted Arnott, MPP, Wellington-Halton Hills E-Mail Response to WDGPH BOH Chair & Letter to the Honourable Michael Coteau, Minister of Children and Youth Services re Healthy Babies Healthy Children.
- Randy Pettapiece, MPP, Perth-Wellington E-Mail Response to WDGPH re Letter to the Honourable Eric Hoskins, Minister, Ministry of Health & Long-Term Care re HPV Immunization Catch-up for Boys and a Provincial Alcohol Strategy.
- Ted Arnott, MPP, Wellington-Halton Hills E-Mail Response to WDGPH BOH Chair and Letter to the Honourable Eric Hoskins, Minister, Ministry of Health & Long-Term Care re Human Papillomavirus Immunization Catch-up for Boys.
- Ted Arnott, MPP, Wellington-Halton Hills E-Mail Response to WDGPH BOH Chair & Letter to the Honourable Eric Hoskins, Minister, Ministry of Health & Long-Term Care re Provincial Alcohol Strategy.
- The Honourable Eric Hoskins, Minister, MOHLTC Order in Council for Lambert Otten's Appointment to the WDGPH BOH for a Three-Year Term.
- The Honourable Eric Hoskins, Minister, MOHLTC Order in Council for Nancy MacDonald's Appointment to the WDGPH BOH for a Three-Year Term.
- Michael Coteau, Minister, Ministry of Children and Youth Services Response to WDGPH BOH re Healthy Babies Healthy Children Program.

(a) MOTION: "That the Board of Health receive the above-noted Correspondence."

Moved: K. McGhee
Seconded: G. Gardhouse CARRIED

12.0 CLOSED SESSION

- To approve the Closed Session BOH Minutes of May 3, 2017.
- MOH Closed Session Updates [personal matters about an identifiable individual].

(5:35)

MOTION: "To move into Closed Session to approve Closed Session BOH Minutes of May 3, 2017 and to receive Closed Session MOH Updates [personal matters about an identifiable individual]."

Moved: M. Abbink
Seconded: C. White CARRIED

Wellington-Dufferin-Guelph Public Health
MINUTES OF THE BOARD OF HEALTH
Wednesday June 7, 2017

CLOSED SESSION

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

Member(s) with regrets were: Mr. George Bridge, Ms. Nancy MacDonald 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. Liz Bowden, Ms. Andrea Roberts, Mr. Kyle Wilson and Ms. Sylvia Muir (Recording Secretary).

Guest(s) in attendance were: NONE.

CLOSED SESSION MINUTES TO BE PROVIDED UNDER SEPARATE COVER.

(5:55) Returned to Open Session.

MOTION: “To Ratify the Closed Session Decisions of the May 3, 2017 Board of Health meeting.”

Moved: C. White
Seconded: K. McGhee **CARRIED**

13.0 Adjournment

The meeting was adjourned at 5:56 p.m.

MOTION: “To adjourn the meeting.”

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