

Wellington-Dufferin-Guelph Public Health
MINUTES OF BOARD OF HEALTH
Wednesday March 3, 2021

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 and Mr. Chris White.

Member(s) with regrets: NONE.

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, Dr. Matthew Tenenbaum (AMOH), Mr. Kyle Wilson, Mr. R. Cunnington, Ms. Lisa Hebden, Ms. Marlene Jantzi, Mr. Emerson Rajaram, Ms. Anna Vanderlaan, Ms. Maria Simpson, Mr. Michael Whyte, Mr. Charles Wright and Ms. Sylvia Muir (Recording Secretary).

Guests in attendance were: Ms. Joanne Shuttleworth, The Wellington Advertiser, Mr. Kenneth Armstrong (GuelphToday), Mr. Adam A. Donaldson (Guelph Politico) and Ms. Aastha Shetty (570 News)(Press) and members of the public.

1.0 Call to Order

G. Bridge, Chair, called the meeting to order at 4:04 p.m.

2.0 Disclosure(s) of Pecuniary Interest

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

3.0 Delegation (5 mins) – Mark Paralovos

Subject: Mandatory Masking of Children in schools/expansion of masking mandates and increased rules around mandatory masking
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M. Paralovos presented and G. Bridge thanked him for his comments.

4.0 Approval of Minutes

MOTION: “To approve the Minutes of February 3, 2021, as presented.”

Moved:	J. Hofland	
Seconded:	R. Manktelow	CARRIED

5.0 MOH Update(s)

COVID-19 Vaccination Update

- Dr. Mercer provided a detailed overview of the Sequencing for Phase 1 Priority Groups for COVID-19 Vaccinations. WDGPH is rolling out vaccines in Wellington-Dufferin-Guelph (WDG) and has created an on-line pre-registration system for pre-registering and booking vaccination appointments. All WDGPH data gets uploaded into COVax Solution the provincial data system. WDGPH is implementing a new phone system to deal with the pre-registration process. New phone system will allow WDGPH to ramp up on the calls. The on-line pre-registration system will be the easiest and fastest way to get a vaccination appointment and should divert calls from the phone system. The province's pre-registration system will commence on March 15th. Long-Term Care/Retirement Home (LTC/RH) staff and resident vaccinations are nearing completion (exception being staff that have declined vaccination). The Essential Care Givers group is also nearing completion. WDGPH only has ability to move the vaccine, once, due to its strict storage requirements. Therefore, when 6-10 patients are identified, WDGPH has gone to their location to vaccinate them. Some hospitals have encountered confusion/issues around who should pre-register and WDGPH is working with them to rectify the issue. Once you are eligible, you are always eligible to receive a COVID-19 vaccine. The vaccination program is ramping up. All WDGPH clinics are currently vaccinating with the Pfizer vaccine. Pharmacies will be provided with the Astra Zeneca (fridge-stable vaccine), to be provided to those aged 60-64. Initial reports indicate that this vaccine is not as efficacious as others however, real world studies demonstrate that it is highly effective for preventing serious illness and death. Dr. Mercer advised that she is presenting to the provincial COVID-19 Task Force, tonight at 5:30 p.m., to discuss WDGPH's collaboration with a private-sector organization (Linamar).

G. Bridge thanked the WDGPH Staff for all their tireless work and dedication dealing with the on-going COVID-19 response.

Clarification on WDGPH Website

- Dr. Mercer provided a high-level update indicating that the most important statistics on our website are: (i) confirmed cases per 100,000; and (ii) test positivity. WDGPH has been in the Red (Control) zone, under the COVID-19 Response Framework, since (Mon) March 1st and, that the overall determination is made by the province and the cabinet.

6.0 Presentation(s)

- NONE.

7.0 Business Arising

- NONE.

8.0 Consent Agenda

- BH.01.MAR0321.C01 – Health Protection 2020 Year-End Performance Indicator 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: C. Billings
Seconded: J. Hofland **CARRIED**

9.0 BOH Report(s)

BH.01.MAR0321.R01 – WDGPH Annual Privacy Program Update (2020)

K. Wilson introduced, and C. Wright spoke to BOH Report BH.01.MAR0321.R01. The Report provides a snapshot of where we are as an Agency. 2020 was a challenging year for privacy, but WDGPH remains in a strong privacy position.

MOTION:

- (a) **“That the Board of Health receive BOH Report BH.01.MAR0321.R01 – WDGPH Annual Privacy Program Update (2020), as presented, for information.”**

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

BH.01.MAR0321.R02 – Communications Update – Looking Back at 2020

Dr. Mercer introduced the Communications Team and spoke to BOH Report BH.01.MAR0321.R02. This has been a tremendous media year for WDGPH.

MOTION:

- (a) **“That the Board of Health receive BOH Report BH.01.MAR0321.R02 – Communications Update – Looking Back at 2020, as presented, for information.”**

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

A request was made to modify the website to clarify how it communicates the Green (Prevent); Yellow (Protect); Orange(Restrict); Red (Control); and Grey (Lockdown) Zones of Public Health Measures

10.0 Committee (Verbal) Report(s)

Executive Committee Report:

- NONE.

Human Resources Committee Report:

- NONE.

Finance + Audit Committee Report:

C. White, Chair, provided an update advising that the Finance + Audit Committee met, virtually, on Mar 3/21 to review/discuss the following matter(s):

Mosey & Mosey Information Session Update

- Benefit costs are going up by approximately 25%. Amount fluctuates dependent on enrollment and salary increases, both of which drives up the cost.
- The Finance + Audit Committee provided direction to D. Kingma and Dr. Mercer to internally manage the benefit costs and to look for any reasonable cost-savings.

BH.04.MAR0321.R01 – 2020 Fourth Quarter Financials

- WDGPH has a small surplus of \$54,590.
- Acknowledgment was provided to the WDGPH Finance Team for ending a difficult financial year (dealing with all the extraordinary COVID-19 costs/demands), and remarkably ending the 2020 budget with only a minor positive variance.

Motion(s) passed at the Mar 3/21 BOH Meeting:

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Audit Committee and receives Finance + Audit Committee Report BH.04.MAR0321.R01 – 2020 Fourth Quarter Financials, as presented, for information.”

Moved: R. Goller
Seconded: R. Manktelow CARRIED

BH.04.MAR0320.R02 – Reserves and Reserve Funds Status as at December 31, 2020

- Report outlines the status of WDGPH’s Reserves and Reserve Funds.
- WDGPH provided an update advising that an updated Reserve Fund Study will be initiated in response to the evolving operating context of the Agency, and that a report, by Altus Group, will be forthcoming.

Motion(s) passed at the Mar 3/21 BOH Meeting:

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Audit Committee and receives Finance + Audit Committee Report BH.04.MAR0321.R02 – Reserves and Reserve Funds Status as at December 31, 2020, as presented, for information.”

Moved: C. Billings
Seconded: J. Hofland CARRIED

(b) MOTION: “That the Board of Health accepts the recommendation of the Finance + Audit Committee and approves the transfer of the \$54,590 Cost-Shared Mandatory Programs surplus to the Contingency Reserve Fund.”

Moved: C. Billings
Seconded: J. Hofland CARRIED

KPMG Audit Planning Report (2020) for WDGPH

- Brendan Hall, Auditor, from KPMG attended at the Finance + Audit Committee meeting and presented the KPMG Audit Planning Report, for the year-ending December 31, 2020, providing an overview of how they will be conducting the audit.

Motion(s) passed at the Mar 3/21 BOH Meeting:

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Audit Committee and receives KPMG’s Audit Planning Report (2020) for WDGPH, as presented, for information.”

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

11.0 Correspondence

- Peggy Sattler, MPP, London West, Letter to WDGPH BOH Chair re Private Members Bill for Paid Sick Leave.
- Association of Local Public Health Agencies (alPHa) Letter to Premier Doug Ford re Paid Sick Leave as a Public Health Measure

MOTION:

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

**Moved: C. Billings
Seconded: R. Goller CARRIED**

Media and Public attendees were asked to disconnect from the meeting, at this time, as this Board of Health meeting contains a “Closed Session” section which falls under the exemptions pursuant to Section 239 of the *Municipal Act*. Please note that this session is **not** open to members of the public or the press.

(5:05) The Open Session portion of the meeting ended and everyone disconnected from the meeting.

12.0 CLOSED SESSION

- To approve the Closed Session Board of Health Minutes of February 3, 2021;
- Finance + Audit Committee (Verbal) Report from Chair – MAR 03/21:
 - Update on Closed Session Discussion Between Committee and Auditors (KPMG) re Audit [personal matters about an identifiable individual, including BOH employees]; and
- MOH Update(s) [personal matters about an identifiable individual, including BOH employees].

(5:05)

MOTION: “To move into Closed Session to approve Closed Session BOH Minutes of February 3, 2021; to hold Closed Session Discussion Between Committee and Auditors (KPMG) re Audit without the presence of WDGPH Management [personal matters about an identifiable individual, including BOH employees]; and to obtain MOH Update(s) [personal matters about an identifiable individual, including BOH employees].”

**Moved: R. Manktelow
Seconded: C. Billings CARRIED**

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CLOSED SESSION

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Member(s) with regrets were: NONE.

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

Staff member(s) in attendance were: Mr. David Kingma, Mr. Kyle Wilson, Dr. Matthew Tenenbaum (AMOH) 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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(5:28) Returned to Open Session.

MOTION: “To Ratify the Closed Session Decisions of the March 3, 2021 Board of Health meeting.”

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

Motion(s) brought forward from Closed Session:

MOTION: “To approve the Closed Session Minutes of February 3, 2021, as presented.”

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

13.0 Adjournment

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

MOTION: “To adjourn the meeting.”

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