

**Wellington-Dufferin-Guelph Public Health**  
**MINUTES OF BOARD OF HEALTH**  
**Wednesday November 4, 2020**

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The Board of Health of Wellington-Dufferin-Guelph Public Health Unit met virtually (Zoom) at 4:00 p.m.

**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. Rob Cunningham, Mr. Chuck Ferguson, Ms. Lisa Hebden, Ms. Rosalyn LaRochelle, Emerson Rajaram, Mr. Patryk Wardach and Ms. Sylvia Muir (Recording Secretary).

**Guests in attendance were:** MEDIA: Kenneth Armstrong (Guelph Today); Jeff Turner (CTV Kitchener); and Joanne Shuttleworth (Wellington Advertiser).

**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 September 9, 2020, as presented.”**

<b>Moved:</b>	<b>A. Alls</b>	
<b>Seconded:</b>	<b>G. Gardhouse</b>	<b>CARRIED</b>

**4.0 MOH Updates**

Flu Vaccine
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- WDGPH has an adequate supply of the flu vaccine for our jurisdiction. WDGPH is providing physicians with both regular and high-dose vaccine. WDGPH will be providing flu clinics until Christmas. Members of the public should contact their physician or WDGPH, respectively, to book an appointment. The Ministry of Health is responsible for providing pharmacies with the flu vaccine and, pharmacies have a

separate process to administer their supply of the flu vaccine. WDGPH encourages everyone who can safely get a flu shot to do so.

### 3-ply face masks

- New announcement yesterday from Dr. Theresa Tam, Chief Medical Officer, Public Health Agency of Canada, recommends people wear a three-ply, non-medical mask with a filter layer now that people are moving indoors during winter.
- WDGPH is currently examining the use of 3-ply masks and information will be posted on our website.
- Single-ply masks are not appropriate face masks, clear plastic mouth shields provide no protection for the wearer or others, and masks with exhalation valves are not appropriate face coverings as they do not protect others from respiratory droplets.

### COVID-19 Levels by Region (Stages and Colours)

- Ministry announcement of November 3, 2020 introduced a new colour-coded provincial dashboard: Green (Prevent); Yellow (Protect); Orange (Restrict); Red (Control); and Grey (Lockdown). As you move up the scale, there will be additional Public Health measures put in place.
- WDGPH is currently classified as Green (Prevent) but, should rather be classified as Yellow (Protect), as our numbers currently exceed that of Green. It is likely that a number of other health units are in the same situation.
- If WDGPH is moved from Green to Yellow, there will be added restrictions within our area.

## 5.0 Presentation(s)

- See below at #9 – Committee Verbal Reports (Finance + Audit Committee Update from Chair).

## 6.0 Business Arising

- NONE.

## 7.0 Consent Agenda

- BH.01.NOV0420.C16 – Food Safety (Q3 2020) – Program/Service Information Report.
- BH.01.NOV0420.C17 – Safe Water (Q3 2020) – Program/Service Information Report.
- BH.01.NOV0420.C18 – Infectious Diseases (Q3 2020) – Program/Service Information Report.
- BH.01.NOV0420.C19 – Smoke-Free Ontario Act (Q3 2020) – Program/Service Information Report.
- BH.01.NOV0420.C20 – Healthy Environments (Q3 2020) – Program/Service Information Report.

It was clarified that, there is no risk to the BOH, where WDGPH is not in compliance with the Ministry Standards, as indicated in the above-noted Reports. due to the Agency's reassignment of responsibilities in dealing with the COVID-19 Pandemic.

**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: R. Manktelow CARRIED

**8.0 BOH Report(s)**

**BH.01.NOV0420.R16 – Ontario Seniors Dental Care Program Update**

Dr. Mercer introduced, and R. Isley spoke to BOH Report BH.01.NOV0420.R16. WDGPH’s Guelph and Orangeville sites are ready to go when it is safe to start-up.

**MOTION:**

- (a) “That the Board of Health receive BOH Report BH.01.NOV0420.R16 – Ontario Seniors Dental Care Program Update, as presented, for information.”

Moved: J. Hofland  
Seconded: A. Alls CARRIED

**Note:** See Closed Session BOH Report BH.01.NOV0420.R17 Below @ #11.

**9.0 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 Nov 4/20 to review/discuss the following matter(s):

**BH.04.NOV0420.R11 – 2020 WDGPH Risk Management**

- WDGPH’s two most significant risks are: (1) the COVID-19 Pandemic and how it may affect the budget; and (2) the reorganization of Public Health and how it may affect our health unit.

**Motion(s) passed at the Nov 4/20 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.NOV0420.R11 – 2020 WDGPH Risk Management, as presented, for information.”

Moved: R. Manktelow  
Seconded: R. Goller CARRIED

BH.04.NOV0420.R12 – 2020 Second Quarter Financials

- As the data is quite outdated, the Committee reviewed both the 2<sup>nd</sup> and 3<sup>rd</sup> Quarter Financials together.

BH.04.NOV0420.R13 – 2020 Third Quarter Financials

- WDGPH is expected to receive reimbursement from the Ministry for most of the COVID-19 expenses.

**Motion(s) passed at the Nov 4/20 BOH Meeting:**

*BH.04.NOV0420.R12 – 2020 Second Quarter Financials*

**(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Audit Committee and receives Finance + Audit Committee Report BH.04.NOV0420.R12 – 2020 Second Quarter Financials, as presented, for information.”**

**Moved: G. Bridge  
Seconded: R. Manktelow CARRIED**

*BH.04.NOV0420.R13 – 2020 Third Quarter Financials*

**(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Audit Committee and receives Finance + Audit Committee Report BH.04.NOV0420.R13 – 2020 Third Quarter Financials, as presented, for information.”**

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

BH.04.NOV0420.R14 – 2021 Draft Budget

D. Kingma provided a brief presentation on the 2021 Draft Budget:

- This Report is a snapshot of WDGPH’s overall budget structure.
- Funding structure (Guelph/Wellington/Dufferin/Ministry). Approximately 90% of our total Agency budget is comprised of cost-shared programs (programs are jointly funded between the Ministry and the Municipalities) and 100% Ministry-funded programs.
- Notable changes - restoration of Ministry base-funding to the previous amount (a return to 2019 funding levels). 2021 additional COVID-19 costs – WDGPH is anticipating receiving the majority of these costs back from the Ministry.
- WDGPH is projecting a balanced budget for 2020.
- One-Time Grants – WDGPH will begin this process shortly.
- Areas of Risk for the Budget include: (i) prolonged COVID-19 pandemic costs borne in 2021; and (ii) possible discontinuation of reimbursements from the Ministry.
- All the Budget Notes found in Appendix 4 were discussed (i.e. benefits). WDGPH’s insurance broker is predicting a 10% increase in industry-wide insurance premiums in 2020. The Finance + Audit Committee provided direction to WDGPH Staff to invite Mosey and Mosey to the next WDGPH Finance + Audit Committee meeting, in March 2020, to provide a presentation on the large insurance increases.

**Motion(s) passed at the Nov 4/20 BOH Meeting:**

*BH.04.NOV0420.R14 – 2021 Draft Budget*

**(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Audit Committee and receives Finance + Audit Committee Report BH.04.NOV0420.R14 – 2021 Draft Budget, as presented, for information.”**

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

**(b) MOTION: “That the Board of Health accepts the recommendation of the Finance + Audit Committee and approves the 2021 Draft Budget, as presented in Finance + Audit Committee Report BH.04.NOV0420.R14 – 2021 Draft Budget.”**

**Moved: R. Manktelow  
Seconded: R. Goller CARRIED**

**10.0 Correspondence**

- NONE.

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.

(5:01) The Open Session portion of the meeting ended and everyone disconnected from the meeting.

**11.0 CLOSED SESSION**

- To approve the September 9, 2020 Closed Session BOH Minutes. Closed Session BOH Report BH.01.NOV0420.R17 – 2020 IT Security and Risk Assessment [property matters including security of property and/or a proposed or pending acquisition of land by the Board].
- Finance + Audit Committee Chair Update:
  - ▶ Closed Session Finance + Audit Committee Report BH.04.NOV0420.R015– 2021 Salary Costs [labour relations or employee negotiations].
- MOH Update(s) [personal matters about an identifiable individual, including BOH employees].

**(0:00)**

**MOTION: “To move into Closed Session to approve Closed Session BOH Minutes of September 9, 2020; to review/discuss Closed Session BOH Report BH.01.NOV0420.R17 – 2020 IT Security and Risk Assessment [property matters including security of property and/or a proposed or pending acquisition of land by the Board]; to review/discuss Closed Session Finance + Audit Committee Report BH.04.NOV0420.R15 – 2021 Salary Costs [labour relations or employee negotiations]; and MOH Update(s) [personal matters about an identifiable individual, including BOH employees]”.**

**Moved: G. Gardhouse  
Seconded: A. Aills 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. Christopher Beveridge, Ms. Rita Isley, Mr. David Kingma, Dr. Matthew Tenenbaum, Mr. Kyle Wilson, Mr. E. Rajaram and Ms. Sylvia Muir (Recording Secretary).

**Guest(s) in attendance were:** NONE.

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**CLOSED SESSION MINUTES TO BE PROVIDED UNDER SEPARATE COVER.**

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(5:52) Returned to Open Session.

**MOTION: “To Ratify the Closed Session Decisions of the November 4, 2020 Board of Health meeting.”**

**Moved: A. Alls**  
**Seconded: R. Manktelow CARRIED**

*Motion(s) brought forward from Closed Session:*

**MOTION: “To approve the Closed Session Minutes of September 9, 2020, as presented.”**

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

*BOH Report BH.01.NOV0420.R17 – 2020 IT Security and Risk Assessment*

**(a) MOTION: “That the Board of Health receives BOH Report BH.01.NOV0420.R17 – 2020 IT Security and Risk Assessment, as presented, for information.”**

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

*Finance + Audit Committee Report BH.04.NOV0420.R15 – 2021 Salary Costs*

**(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Audit Committee and receives Closed Session Finance + Audit Committee Report BH.04.NOV0420.R15 – 2021 Salary Costs, as amended, for information.”**

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

**(b) MOTION: “That the Board of Health accepts the recommendation of the Finance + Audit Committee and approves the proposed 2021 salary increase, as amended in Closed Session Finance + Audit Committee Report BH.04.NOV0420.R15 – 2021 Salary Costs.”**

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

## 12.0 Adjournment

The meeting was adjourned at 5:53 p.m. The next meeting is December 2, 2020.

**MOTION: “To adjourn the meeting.”**

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