

Wellington-Dufferin-Guelph Public Health
MINUTES OF BOARD OF HEALTH
Wednesday April 5, 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. George Bridge, Mr. Guy Gardhouse, Ms. June Hofland, Mr. Dennis Lever, Mr. Ken McGhee, Mr. Allen Taylor and Mr. Chris White.

Member(s) with regrets: Mr. Cam Guthrie.

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

Staff members in attendance were: Ms. Liz Bowden, Ms. Rita Sethi, Mr. Kyle Wilson, Mr. Tom Craig, Mr. Chuck Ferguson, Ms. Marlene Jantzi-Bauman, Ms. Jessica Morris, Ms. Jennifer McCorriston, Ms. Shanna O'Dwyer, Ms. Janice Walters, Mr. Shawn Zentner, Ms. Blair Hodgson and Ms. Sylvia Muir (Recording Secretary).

Guests in attendance were: NONE.

1.0 Call to Order

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

Status of BOH Vacancies

Currently have 3 vacancies, for provincially appointed members - 2 representing the County of Wellington and 1 representing the City of Guelph. Update from Public Appointments Office - 2 new appointments are in process and 1 new member may be in place for the May BOH meeting.

MOHLTC Consultation of Apr 3/17, in Hamilton, re Modernized OPHS

A. Taylor advised that he and W. Baxter attended at the MOHLTC Consultation, in Hamilton, along with 8 WDGPH Staff members. MOHLTC spoke about the following: (i) cooperation between the LHINs and Public Health Units; (ii) budgets (value-for-dollars); (iii) vision health; (iv) change management; (v) equity (with an emphasis that this is not the same as equal access); and (vi) service-delivery changes for Public Health Units. Dr. Mercer added that the MOHLTC's year-end is different from WDGPH's year-end and that there are still many areas to be completed with the Modernized Standards and the Protocols.

Location of BOH Meetings

N. Sullivan advised that consensus was reached with the Executive Committee that all future WDGPH BOH meetings will be held in the Guelph office located at 160 Chancellors Way, Guelph. This arrangement will facilitate meeting support by staff, most of whom are located in the Guelph office.

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 April 5, 2017 BOH meeting, as presented.

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

4.0 Approval of Minutes

MOTION: “To approve the Minutes of March 1, 2017, as presented.”

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

5.0 MOH Updates

Dr. Mercer provided updates on the following matters:

Rabies Update

Rabies Surveillance Map and “Rabies Exposure? Who to Call” magnets were distributed to BOH members

- To date, Ontario has 295 cases of raccoon strain and 8 cases of fox strain rabies (as per Hamilton Public Health Services - Apr 4/17).
- Positive animal species include: raccoons, foxes, skunks, cows and domestic cats.
- The raccoon strain has been found in Hamilton, Haldimand-Norfolk, Niagara, Halton and Brant County. The fox strain has been found in Perth and Huron Counties.
- Ministry of Natural Resources and Forestry (MNR) have tested >5000 animals and have dropped >1.6 million baits since April 2016.
- In July 2016, the Guelph Humane Society started picking up sick/injured/deceased wildlife in Guelph-Eramosa (including Rockwood) and Centre Wellington (including Fergus and Elora), in addition to the City of Guelph.
- Currently, Orangeville SPCA will pick up sick/injured/deceased wildlife in Orangeville, Mono, and most recently, the Town of Erin.
- WDG Townships with no wildlife surveillance supports include: (i) in Wellington County: Puslinch; Wellington North; Mapleton and Minto; and (ii) in Dufferin County: Amaranth; East Garafraxa; East Luther; Grand Valley; Melancthon; Mulmur and Shelburne.
- Starting April 1, 2017, the Ontario Association of Registered Veterinary Technicians (OAVT) Rabies Response Program in collaboration with the Ministry of Health and Long Term Care (MOHLTC) and the Canadian Wildlife Health Co-Operative (CWHC), will provide additional collection and shipping services for rabies testing for

- wild animals (including feral cats) that have **no known human/animal exposure**.
- Euthanasia can only be performed by a veterinarian or by Animal Control Agencies. MNRF and OAVT will not pick up specimens that are still alive.
- In response to BOH members' query, WDGPH staff agreed to follow-up with the MNRF.

Mumps Update

- On March 17, 2017 the outbreak of mumps related to the Guelph Keg Party of January 14, 2017 was declared over. In total, 4 lab-confirmed cases of mumps were linked to this exposure site from across the province.
- A second on-going cluster of mumps activity has been reported in the Province since January 1, 2017. There have been 94 lab confirmed and 5 probable cases. The median age of cases is 27 years. 65% of the confirmed cases are from Toronto.
- 16 Health Units have had confirmed cases.
- WDGPH continues to receive and investigate suspect cases of mumps reported by Health Care Providers.

Immunization of School Pupils Act (ISPA) Update

- January 2017, WDGPH sent out over 11,000 Notices to students aged 7- 17 in Wellington-Dufferin-Guelph.
- On March 22, 2017, WDGPH suspended 630 high school students. 41 remain suspended as at April 5, 2017.
- On April 5, 2017, WDGPH suspended 642 Wellington County students in grades 1- 8.
- On April 6, 2017, WDGPH will suspend 545 students, in Guelph and Puslinch, in grades 1-8.
- WDGPH staff are working diligently to get these students back in school, as quickly as possible.
- Clinic vaccinations, given by WDGPH, to high school students:
(i) 1,241 in WDGPH clinic + (ii) 2,423 in high school clinic = 3,664.
- Clinic vaccinations given by WDGPH to elementary students, in WDGPH clinic = 713.
- Total students (elementary + high school) vaccinated by WDGPH = 4,377.

Hookah

- The Town of Orangeville, at its council meeting of April 3, 2017, reviewed WDGPH's BOH letter and BOH Report that was sent to the municipality on March 1, 2017, wherein it was discussed and referred to staff for review and report.
- Municipal councillors conversed around the various responses to the BOH's letter.

6.0 Presentation(s)

- NONE.

7.0 Business Arising

- NONE.

8.0 Consent Agenda

- Healthy Communities and Public Policy – Alcohol Portfolio (March 2016-March 2017) – Program/Service Information Report.
- Clinical Services – Gonorrhea (January-December 2016) – 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(a)** Clinical Services – Influenza Coverage in WDG (2016-2017 Season) – Program/Service Information Report was pulled from the Consent Agenda and discussed.

MOTION:

- (a) **“That the Clinical Services-Influenza Coverage in WDG (2016-2017 Season) – Program/Service Information Report be pulled from the Consent Agenda for discussion.”**

Moved: J. Hofland

Seconded: C. Billings

CARRIED

9.0 BOH Report(s)

BH.01.APR0517.R09 – Well Water Health Analytics

Dr. Mercer reviewed the contents of Report BH.01.APR0517.R09.

MOTION:

- (a) **“That the Board of Health receive BOH Report BH.01.APR0517.R09 – Well Water Health Analytics, as presented, for information.”**

Moved: J. Hofland

Seconded: C. Billings

CARRIED

BH.01.APR0517.R10 – Expansion of the School-Based Human Papillomavirus (HPV) Vaccine Program

Dr. Mercer reviewed the contents of Report BH.01.APR0517.R10.

MOTION:

- (a) **“That the Board of Health receive BOH Report BH.01.APR0517.R10 – Expansion of the School-Based Human Papillomavirus, as presented, for information.”**

Moved: C. Billings

Seconded: J. Hofland

CARRIED

MOTION:

- (b) “That the Board of Health send a letter to the Honourable Eric Hoskins, Minister, Ministry of Health and Long-Term Care, advocating for the expansion of the HPV Program to include males up to grade 12.”

Moved: C. Billings
Seconded: J. Hofland

CARRIED

10.0 Committee (Verbal) Report(s)

Audit Committee Report:

- No update.

Facilities Committee Report:

- No update.

Human Resources Committee Report:

- No update.

Executive Committee Report:

- No update.

Finance Committee Report:

D. Lever, Finance Committee Chair, provided an update advising that the Finance Committee met on Mar 20/17 to review/discuss the following matter(s):

BH.04.MAR2017.R01 – 2016 Fourth Quarter Financials

BH.04.MAR2017.R02 – Facilities Reserve Funds in comparison with Reserve Fund Plan

BH.04.MAR2017.R03 – Financial Cycle for the Board of Health

BH.04.MAR2017.R04 – 2017 Insurance Renewal

BH.04.MAR2017.R05 – Financial Controls Checklist

BH.04.MAR2017.R06 – HST Audit

The following Motion(s) were passed in Open Session at the Finance Committee meeting of Mar 20/17:

BH.04.MAR2017.R01 – 2016 Fourth Quarter Financials:

(a) MOTION: “That the Finance Committee makes recommendation to the Board of Health to receive Finance Committee Report BH.04.MAR2017.R01 – 2016 Fourth Quarter Financials, as presented, for information.”

Moved: C. Billings
Seconded: K. McGhee CARRIED

BH.04.MAR2017.R02 – Facilities Reserve Funds in Comparison with Reserve Fund Plan:

(a) MOTION: “That the Finance Committee makes recommendation to the Board of Health to receive Finance Committee Report BH.04.MAR2017.R02 – Facilities Reserve Funds in Comparison with Reserve Fund Plan, as presented, for information.”

Moved: N. Sullivan
Seconded: M. Abbink CARRIED

(b) MOTION: “That the Finance Committee makes recommendation to the Board of Health to approve the transfer of any remaining year-end surplus into the Reserve for Contingencies.”

Moved: N. Sullivan
Seconded: M. Abbink CARRIED

BH.04.MAR2017.R03 – Financial Cycle for the Board of Health:

(a) MOTION: “That the Finance Committee makes recommendation to the Board of Health to receive Finance Committee Report BH.04.MAR2017.R03 – Financial Cycle for the Board of Health, as presented, for information.”

Moved: C. Billings
Seconded: N. Sullivan CARRIED

BH.04.MAR2017.R04 – 2017 Insurance Renewal:

(a) MOTION: “That the Finance Committee makes recommendation to the Board of Health to receive Finance Committee Report BH.04.MAR2017.R04 – 2017 Insurance Renewal, as presented, for information.”

Moved: K. McGhee
Seconded: C. Billings CARRIED

BH.04.MAR2017.R05 – Financial Controls Checklist:

(a) MOTION: “That the Finance Committee makes recommendation to the Board of Health to receive Finance Committee Report BH.04.MAR2017.R05 – Finance Controls Checklist, as presented, for information.”

Moved: N. Sullivan
Seconded: C. White CARRIED

BH.04.MAR2017.R06 – HST Audit:

(a) MOTION: “That the Finance Committee makes recommendation to the Board of Health to receive Finance Committee Report BH.04.MAR2017.R06– HST Audit, as presented, for information.”

Moved: N. Sullivan
Seconded: C. White CARRIED

Motion(s) passed at the Apr 05/17 BOH Meeting:

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance Committee and receives Finance Committee Report BH.04.MAR2017.R01 – 2016 Fourth Quarter Financials, as presented, for information.”

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

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance Committee and receives Finance Committee Report BH.04.MAR2017.R02 – 2016 Year-End Transfers to Reserve Funds and Status of Facilities Reserve Funds in Comparison with Reserve Fund Plan, as presented, for information.”

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

Policy on reserves to be sent to J. Hofland

(b) MOTION: “That the Board of Health accepts the recommendation of the Finance Committee and approves the transfer of any remaining year-end surplus into the Reserve for Contingencies.”

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

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance Committee and receives Finance Committee Report BH.04.MAR2017.R03 – Financial Cycle for the Board of Health, as presented, for information.”

Moved: D. Lever
Seconded: G. Bridge **CARRIED**

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance Committee and receives Finance Committee Report BH.04.MAR2017.R04 – 2017 Insurance Renewal, as presented, for information.”

Moved: D. Lever
Seconded: G. Gardhouse **CARRIED**

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance Committee and receives Finance Committee Report BH.04.MAR2017.R05 – Financial Controls Checklist, as presented, for information.”

Moved: D. Lever
Seconded: K. McGhee **CARRIED**

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance Committee and receives Finance Committee Report BH.04.MAR2017.R06 – HST Audit, as presented, for information.”

Moved: D. Lever
Seconded: G. Gardhouse CARRIED

11.0 Correspondence

- Kathleen Wynne, Premier of Ontario Response Letter to WDGPH BOH re Request for Support for Legislation to Allow for the Inspection and Enforcement of Personal Service Settings.
- Carmen McGregor, alPHa Vice-President Letter re Public Health Programs and Services Consultation.
- Ted Arnott, MPP, Wellington-Halton Hills Response Letter to WDGPH BOH Chair re WDGPH BOH Letter to the Honourable Eric Hoskins, Minister, MOHLTC re Bill 41.

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

Moved: C. Billings
Seconded: A. Taylor CARRIED

12.0 CLOSED SESSION

- To approve the Closed Session BOH Minutes of March 1, 2017.
- MOH Update(s).
- Closed Session Executive Committee Verbal Report [personal matters about an identifiable individual].

(5:30)

MOTION: “To move into Closed Session to approve Closed Session BOH Minutes of March 1, 2017; to review MOH Update(s); and to receive Closed Session Executive Committee Verbal Report [personal matters about an identifiable individual].”

Moved: J. Hofland
Seconded: C. White CARRIED

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CLOSED SESSION

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Member(s) with regrets were: Mr. Cam Guthrie.

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

Staff member(s) in attendance were: Ms. Liz Bowden, Ms. Andrea Roberts, Ms. Rita Sethi, 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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(5:59) Returned to Open Session.

MOTION: “To Ratify the Closed Session Decisions of the April 4, 2017 Board of Health meeting.”

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

13.0 Adjournment

The meeting was adjourned at 6:00 p.m.

MOTION: “To adjourn the meeting.”

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

APPROVED this 3rd day of May, 2017.

Board of Health Chair

Medical Officer of Health, CEO