

Wellington-Dufferin-Guelph Public Health
MINUTES OF BOARD OF HEALTH
Wednesday October 3, 2018

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. Dennis Lever (Chair), Ms. Margaret Abbink, Mr. George Bridge, Mr. Guy Gardhouse, Mr. Cam Guthrie, Ms. Nancy MacDonald, Mr. Ken McGhee and Mr. Chris White.

Member(s) with regrets: Ms. Christine Billings, Ms. June Hofland, Mr. Lambert Otten and Ms. Nancy Sullivan.

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

Staff members in attendance were: Mr. Chris Beveridge, Ms. Liz Bowden, Ms. Rita Isley, Dr. Matthew Tenenbaum, Physician Consultant, Mr. Kyle Wilson, Mr. Tom Craig, Ms. Amy Estill, Mr. Chuck Ferguson, Ms. Marlene Jantzi-Bauman, Ms. Rosalyn LaRochelle, Ms. Jennifer MacLeod, Ms. Kyley Alderson, Ms. Alexandria Fournier, Ms. Katie Junkin, Mr. Michael Whyte and Ms. Sylvia Muir (Recording Secretary).

Guests in attendance were: NONE.

1.0 Call to Order

D. Lever, on behalf of N. Sullivan, called the meeting to order at 4:00 p.m.

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| Status of BOH Vacancies |
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- The WDGPH Board of Health (BOH) has two (2) remaining provincial appointment vacancies (representing the County of Wellington and the City of Guelph).
- A. Taylors Reappointment has not yet been approved by the Minister, MOHLTC (expiry Sept. 17, 2018). The MOHLTC has advised that a delay is expected in acquiring the Minister's approval of all provincial appointments.

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| January 2, 2019 BOH Meeting |
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- It was brought to the attention of the BOH that the January BOH meeting is scheduled on Wednesday January 2, 2019, the day after New Years.
- It was agreed to move the January BOH meeting to Friday January 11, 2019 at 1:00 p.m.

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| WDGPH to send letter to all 3 Obligated Municipalities' Clerks advising of the time and date change. |
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(4:06) C. White arrived.

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| WDGPH Staff Day – November 28, 2018 |
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- Dr. Mercer invited the BOH to Staff Day and asked them to hold the date in their calendars.

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 5, 2018, as presented.”

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

4.0 MOH Updates

Smoke-Free Ontario Act – Cannabis Enforcement Update

- October 17, 2018 cannabis becomes a legalized product and public health units will begin enforcing for recreational cannabis for places of use. Anywhere one can legally smoke a cigarette, one can smoke cannabis.
- The Alcohol and Gaming Commission is the licensing authority for the businesses selling cannabis.
- There will be reduced restrictions on the promotion and use of vaping.
- WDGPH has prepared a harm reduction social media campaign to commence on October 17, 2018.

5.0 Presentation(s)

- NONE.

6.0 Business Arising

Policy (CA.45.01.152) & Procedure (CA.45.01.152) – Appointments, Provincial Representatives

Dr. Mercer presented:

- This BOH Policy and Procedure sets out the process.
- Amendment required to Procedure – Under #12 – the word “Member” to read “Members”.

MOTION: “To approve and adopt Policy (CA.45.01.152) & Procedure (CA.45.02.152) re Appointments, Provincial Representatives, as amended.”

Moved: G. Bridge
Seconded: C. Guthrie **CARRIED**

Policy (CA.45.01.513) & Procedure (CA.45.02.513) – Electronic Participation at Board of Health Meetings

Dr. Mercer presented:

- Amendment required to Procedure - Under “Procedure for Electronic Meetings”, #2 - to indicate that if the vote is not unanimous, that each BOH/Committee member must verbally state their name and their vote for the benefit of those participating electronically.

MOTION: “To approve and adopt Policy (CA.45.01.513) & Procedure (CA.45.02.513) re Electronic Participation at Board of Health Meetings, as amended.”

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

7.0 Consent Agenda

- BH.01.OCT0318.C17 – School Health Promotion (Jun 2017-Jun 2018) – Program/Service Information Report.

MOTION:

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

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| Moved: | C. Guthrie | |
| Seconded: | K. McGhee | CARRIED |

8.0 BOH Report(s)

BH.01.OCT0318.R28 – Well Water Research Project Update

Dr. Mercer reviewed the contents of Report BH.01.OCT0318.R28.

MOTION:

- (a) **“That the Board of Health receive BOH Report BH.01.OCT0318.R28 – Well Water Research Project Update, as presented, for information.”**

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| Moved: | K. McGhee | |
| Seconded: | G. Guardhouse | CARRIED |

BH.01.OCT0318.R29 – Immunization Coverage Rates for School-Aged Children

Dr. Mercer reviewed the contents of Report BH.01.OCT0318.R29.

MOTION:

- (a) **“That the Board of Health receive BOH Report BH.01.OCT0318.R29 – Immunization Coverage Rates for School-Aged Children, as presented, for information.”**

Moved: G. Bridge
Seconded: C. Guthrie CARRIED

BH.01.OCT0318.R30 – Opioid Surveillance Update

Dr. Mercer reviewed the contents of Report BH.01.OCT0318.R30.

MOTION:

- (a) “That the Board of Health receive BOH Report BH.01.OCT0318.R30 – Opioid Surveillance Update, as presented, for information.”

Moved: C. White
Seconded: G. Bridge CARRIED

BH.01.OCT0318.R31 – Opioid Harm Reduction Update in WDG

Dr. Mercer reviewed the contents of Report BH.01.OCT0318.R31.

MOTION:

- (a) “That the Board of Health receive BOH Report BH.01.OCT0318.R31 – Opioid Harm Reduction Update in WDG, as presented, for information.”

Moved: C. Guthrie
Seconded: G. Bridge CARRIED

Request for copy of letter, that Dr. Mercer signed, be e-mailed to the BOH members, for their information.

9.0 Committee (Verbal) Report(s)

Audit Committee Report:

- NONE.

Executive Committee Report:

- NONE.

Human Resources Committee Report:

- NONE. See Closed Session.

Finance + Facilities Committee Report:

D. Lever, Finance + Facilities Committee Chair, provided an update advising that the Finance + Facilities Committee met on Jun 14/18 to review/discuss the following matter(s):

BH.04.JUN1418.R11 – 2018 MOHLTC Funding Approval

- WDGPH received its 2018 provincial funding approval letter on May 7, 2018, the earliest it’s ever been received in recent history. WDGPH received a 3% base budget increase for the 2018 fiscal year. One-Time Grants totalling \$272,000 were approved.

BH.04.JUN1418.R12 – 2018 First Quarter Financials

- WDGPH is not expecting a significant variance at the end of the 2018 fiscal year.

BH.04.JUN1418.R13 – Compliance with Board of Health Procedure: Stewardship of Management Operations – Financial Policies and Procedures

- Report outlines WDGPH’s compliance with the management of operations.

BH.04.JUN1418.R14 – Reserves and Reserve Funds Board of Health Policy and Procedure

- Looking for recommendation/guidance from the BOH for setting up and the use of the Reserves (e.g. Reserve for Technology, Reserve for Contingencies).
- Discussion took place around the following, including: (i) possibly changing the name of reserves and the reserve funds to make it more obvious which is what; (ii) Appendix “2” of the Procedure - Stating that #3 requires the approval from the BOH; (iii) percentage of contingency should be linked to the associated risk to the Agency; and (iv) That this exercise should be part of our annual budget process.
- Committee consensus to amend Appendix “2” of the Procedure to indicate that #3- Inter-Reserve Funding Borrowing requires the approval of the BOH.

BH.04.JUN1418.R15 – Investment Strategy Direction

- Staff are looking for recommendation/guidance from the BOH for investment strategy direction.
- Staff were directed to (i) obtain legal opinion on the application of Section 418 of the Municipal Act to Boards of Health; (ii) examine staff administrative time commitment to put an investment strategy in place or to outsource same with costs; and (iii) find out what other autonomous BOHs are doing with respect to investment strategy.

BH.04.JUN1418.R16 – Leased Space in Mount Forest and Guelph (Shelldale) Update

- This Report provides an update on the exit process and plans of WDGPH from the leased space in Mount Forest and at Shelldale.

Motion(s) passed at the October 3/18 BOH Meeting:

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Facilities Committee and receives Finance + Facilities Committee Report BH.04.JUN1418.R11 – 2018 MOHLTC Funding Approval, as presented, for information.”

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

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Facilities Committee and receives Finance + Facilities Committee Report BH.04.JUN1418.R12 – 2018 First Quarter Financials, as presented, for information.”

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

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Facilities Committee and receives Finance + Facilities Committee Report BH.04.JUN1418.R13 – Compliance with Board of Health Procedure: Stewardship of Management Operations – Financial Policies and Procedures, as presented, for information.”

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

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Facilities Committee and adopts the Board of Health Reserves and Reserve Funds Policy and Procedure as attached at Appendix “1” and Appendix “2”, respectively to Finance + Facilities Committee Report BH.04.JUN1418.R14 – Reserves and Reserve Funds Board of Health Policy and Procedure, as presented.”

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

(b) MOTION: “That the Board of Health accepts the recommendation of the Finance + Facilities Committee and receives Finance + Facilities Committee Report BH.04.JUN1418.R14 – Reserves and Reserve Funds Board of Health Policy and Procedure, as presented, for information.”

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

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Facilities Committee to receive Finance + Facilities Committee Report BH.04.JUN1418.R15 – Investment Strategy Direction, as presented, for information.”

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

(b) MOTION: “That the Board of Health accepts the recommendation of the Finance + Facilities Committee and provided direction to WDGPH Staff regarding next steps with respect to Finance + Facilities Committee Report BH.04.JUN1418.R15 – Investment Strategy Direction including: (i) obtaining a legal opinion; (ii) examining staff administrative time commitment and resources; and (iii) research what other autonomous BOHs are doing.”

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

(a) MOTION: “That the Board of Health accepts the recommendation of the Finance + Facilities Committee and receives Finance + Facilities Committee Report BH.04.JUN1418.R16 – Leased Space in Mount Forest and Guelph (Shelldale) Update, as presented, for information.”

Moved: D. Lever
Seconded: G. Guardhouse CARRIED

10.0 Correspondence

- Ted Arnott, MPP, Wellington-Halton Hills E-Mail Response to the Honourable Minister of Health and Long-Term Care re Smoke-Free Ontario Act (SFOA) & Copied to the WDGPH Board of Health Chair.
- Ted Arnott, MPP, Wellington-Halton Hills E-Mail Response to WDGPH Board of Health Chair & E-Mail to the Honourable Lisa Thompson, Minister of Education re Consultation on the Ontario Sexual Health Curriculum.
- Ted Arnott, MPP, Wellington-Halton Hills E-Mail Response to WDGPH Board of Health Chair & E-Mail to the Honourable Christine Elliott, Minister of Health and Long-Term Care re Dedicated Funding for Local Public Health Agencies to Support Cannabis-Related Programming and Enforcement.

MOTION:

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

Moved: C. White
Seconded: M. Abbink CARRIED

11.0 CLOSED SESSION

- To approve the September 5, 2018 Closed Session BOH Minutes.
- MOH Update(s) [the security of the property of the municipality or local board].

(5:24)

MOTION: “To move into Closed Session to approve Closed Session BOH Minutes of September 5, 2018 and to obtain/discuss MOH Update(s) [the security of the property of the municipality or local board].”

Moved: K. McGhee
Seconded: C. Guthrie CARRIED

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CLOSED SESSION

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Member(s) with regrets were: Ms. Christine Billings, Ms. June Hofland, Mr. Lambert Otten and Ms. Nancy Sullivan.

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. Rita Isley, Mr. Kyle Wilson, Liz Bowden, Dr. Matthew Tenenbaum, Physician Consultant and Ms. Sylvia Muir (Recording Secretary).

Guest(s) in attendance were: NONE.

CLOSED SESSION MINUTES TO BE PROVIDED UNDER SEPARATE COVER.

(5:45) Returned to Open Session.

MOTION: “To Ratify the Closed Session Decisions of the October 3, 2018 Board of Health meeting.”

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

Motion(s) brought forward from Closed Session:

MOTION: “To receive correspondence from Sylvia Jones of September 21, 2018 re WDGPH Office in Orangeville.”

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

12.0 Adjournment

The meeting was adjourned at 5:45 p.m.

MOTION: “To adjourn the meeting.”

Moved: M. Abbink
Seconded: C. White **CARRIED**