

**Wellington-Dufferin-Guelph Public Health**  
**MINUTES OF BOARD OF HEALTH**  
**Wednesday February 1, 2017**

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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. Ken McGhee, Mr. Keith Perron, Mr. Allen Taylor and Mr. Chris White.

**Member(s) with regrets:** Mr. Dennis Lever.

**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. Andrea Roberts, Ms. Rita Sethi, Mr. Kyle Wilson, Mr. Justin Brown, Mr. Tom Craig, Mr. Chuck Ferguson, Ms. Meighan Finlay, Ms. Jennifer MacLeod, Ms. Jennifer McCorriston, Ms. Shanna O'Dwyer, Ms. Janice Walters, Mr. Shawn Zentner and Ms. Sylvia Muir (Recording Secretary).

**Guests in attendance were:** Mr. Bruce Lauckner, CEO and Ms. Joan Fisk, Board Chair (Waterloo Wellington Local Health Integration Network).

**1.0 Call to Order**

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

Status of BOH Vacancies
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Currently have 2 vacancies, for provincially appointed members and 1 vacancy, from municipally (Guelph) appointed members on the WDGPH BOH.

**2.0 Disclosure(s) of Pecuniary Interest**

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

**3.0 Approval of Agenda**

- The Agenda was reordered – item 6 (Presentation) to take place prior to item 4 (Approval of Minutes).

**MOTION: “To approve the Agenda and any Addendums distributed for the February 1, 2017 BOH meeting, as amended.**

<b>Moved:</b>	<b>K. Perron</b>	
<b>Seconded:</b>	<b>J. Hofland</b>	<b>CARRIED</b>

N. Sullivan welcomed Bruce Lauckner, CEO and Joan Fisk, Board Chair, from the Waterloo Wellington Local Health Integration Network.

## 6.0 Presentation(s)

### Waterloo Wellington Local Health Integration Network Introduction

Dr. Mercer introduced Mr. Bruce Lauckner, CEO of the Waterloo Wellington Local Health Integration Network (WWLHIN). Mr. Lauckner then introduced Ms. Joan Fisk, WWLHIN Board Chair who commenced her address to the WDGPH BOH.

- J. Fisk provided a brief orientation to the work of LHIN - transforming health services, aligning cultures and collaborating with leadership teams.

(4:23) G. Bridge arrived.

J. Fisk handed the floor over to B. Lauckner.

- WWLHIN is looking at how to provide an equal health experience for all. LHINs are leveraging Health Units' expertise to help shape the landscape.
- Currently, the WWLHIN has an emphasis on working with primary care and preventive care partners which is a shift from the past when hospitals were the focus.
- CCAC will soon be an operating system of the WWLHINs. The former CCAC CEO now sits on the WWLHIN Board.

(4:35) C. White arrived.

- WWLHIN Governance Structure – Moving to a 12 member skills-based Board. Geographic representation is not a requirement of the current structure but is considered.

N. Sullivan thanked J. Fisk and B. Lauckner for the presentation and noted that the BOH looks forward to working with them.

## 4.0 Approval of Minutes

**MOTION: “To approve the Minutes of January 4, 2017, as presented.”**

**Moved:**

**C. White**

**Seconded:**

**J. Hofland**

**CARRIED**

## 5.0 MOH Updates

Dr. Mercer provided updates on the following matters:

### 2016 Year-End Accountability Agreement Indicators

- This is a preliminary update.
- WDGPH did well in 2016.
- Overall our performance for 2016 is on par with 2015.
- A report is forthcoming.

### Influenza

- At the time of the meeting, WDG hospitals have had little influenza activity with long-term care facilities seeing some outbreaks of influenza.

## 7.0 Business Arising

### Ratification of 2017 Committee Membership

- N. Sullivan confirmed that both the Finance and Human Resources Committees now have a Dufferin representative. K. McGhee joined the Finance Committee and A. Taylor joined the Human Resources Committee.
- It was further confirmed that M. MacKinnon resigned from the BOH and is therefore no longer a member of the Audit and Facilities Committees. We are awaiting confirmation from the City of Guelph regarding of our new Guelph appointment.

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 Dufferin	Allen Taylor	Representing Dufferin	Allen Taylor ( <i>Chair</i> )
Representing City of Guelph	Margaret Abbink	Representing Dufferin	Ken McGhee
Representing City of Guelph	June Hofland	Representing City of Guelph	Nancy Sullivan
Representing City of Guelph	Keith Perron		
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	Chris White	Representing Dufferin	Guy Gardhouse ( <i>Chair</i> )
Representing Dufferin	Ken McGhee	Representing City of Guelph	June Hofland
Representing City of Guelph	Margaret Abbink	Representing City of Guelph	Nancy Sullivan
Representing City of Guelph	Christine Billings		
Representing City of Guelph	Keith Perron		
Representing City of Guelph	Nancy Sullivan		

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

**Moved: K. McGhee**  
**Seconded: G. Bridge** **CARRIED**

## 8.0 Consent Agenda

- Chronic Disease, Injury Prevention & Substance Misuse (Built Environment Report – Health Promotion) – Program/Service Information Report (2016).

### MOTION:

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

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

## 9.0 BOH Report(s)

### **BH.01.FEB0117.R03 – Getting Radon on the Radar**

Dr. Mercer reviewed the contents of Report BH.01.FEB0117.R03.

**MOTION:**

- (a) “That the Board of Health receive BOH Report BH.01.FEB0117.R03 – Getting Radon on the Radar, as presented, for information.”

Moved: J. Hofland  
Seconded: K. McGhee

**CARRIED**

**BH.01.FEB0117.R04 – Health Risks of Indoor Waterpipe Smoking (Hookah)**

Dr. Mercer reviewed the contents of Report BH.01.FEB0117.R04.

**MOTION:**

- (a) “That the Board of Health receive BOH Report BH.01.FEB0117.R04 – Health Risks of Indoor Waterpipe Smoking (Hookah), as presented, for information.”

Moved: J. Hofland  
Seconded: G. Bridge

**CARRIED**

**MOTION:**

- (b) “That the Board of Health send a letter to each municipality providing information, offering consultation and recommending regulations be considered to restrict hookah establishments locally and to send a letter to the Minister, MOHLTC, recommending that this matter be covered under the Smoke-Free Ontario Act and to share with the Ontario Public Health Units.”

Moved: J. Hofland  
Seconded: G. Bridge

**CARRIED**

**BH.01.FEB0117.R05 – Syphilis Trends for Wellington-Dufferin-Guelph**

Dr. Mercer reviewed the contents of Report BH.01.FEB0117.R05.

**MOTION:**

- (a) “That the Board of Health receive BOH Report BH.01.FEB0117.R05 – Syphilis Trends for Wellington-Dufferin-Guelph, as presented, for information.”

Moved: J. Hofland  
Seconded: C. Billings

**CARRIED**

**BH.01.FEB0117.R06 – The Role of WDGPH in the Prevention and Harm Reduction of Opioid Misuse**

Dr. Mercer reviewed the contents of Report BH.01.FEB0117.R06.

**MOTION:**

- (a) “That the Board of Health receive BOH Report BH.01.FEB0117.R06 – The Role of WDGPH in the Prevention and Harm Reduction of Opioid Misuse, as presented, for information.”

Moved: J. Hofland  
Seconded: K. McGhee

**CARRIED**

**BH.01.FEB0117.R07– 2017 One-Time Grants**

Dr. Mercer reviewed the contents of Report BH.01.FEB0117.R03.

Request from BOH that future reports include a descriptor of the One-Time Grant Requests and indicate which WDGPH strategic direction links to the request.

**MOTION:**

- (a) “That the Board of Health receive BOH Report BH.01.FEB0117.R07 – 2017 One-Time Grants, as presented, for information.”

Moved: J. Hofland  
Seconded: K. Perron

**CARRIED**

**10.0 Committee (Verbal) Report(s)**

**Audit Committee Report:**

- G. Gardhouse, Audit Committee Chair, advised that the Audit Committee is having a pre-Audit meeting with the Auditors on Feb 22/17 and to let him know if there is anything that they wanted addressed.

**Facilities Committee Report:**

- No update.

**Finance Committee Report:**

- No update.

**Human Resources Committee Report:**

- No update.

**Executive Committee Report:**

N. Sullivan, Executive Committee Chair, provided an update advising that the Executive Committee met on Feb 1/17 to review/discuss the following matter(s). Dr. Mercer reviewed the contents of the following Committee Report:

**BH.09.FEB0117.R01 – Governance Policies**

This Report represents the last 2 Policies that make up the BOHs complement of Policies and Procedures.

**The following Motion was passed in Open Session at the Executive Committee meeting of Feb 01/17:**

(a) MOTION: “That the Executive Committee make recommendation to the Board of Health to accept the Client Service Standards Policy (CA.45.01.303), as attached as Appendix “1” to Executive Committee Report BH.09.FEB0117.R01 – Governance Policies, as amended.”

Moved: G. Gardhouse  
Seconded: W. Baxter CARRIED

(b) MOTION: “That the Executive Committee make recommendation to the Board of Health to accept the Board of Health and Communications Policy (CA.45.01.503), as attached as Appendix “2” to Executive Committee Report BH.09.FEB0117.R01 – Governance Policies, as amended.”

Moved: G. Gardhouse  
Seconded: W. Baxter CARRIED

**Motion(s) passed at the Feb 01/17 BOH Meeting:**

(a) MOTION: “That the Board of Health accepts the recommendation of the Executive Committee and accepts the Client Services Standards Policy (CA.45.01.303), as attached as Appendix “1” to Executive Committee Report BH.09.FEB0117.R01 – Governance Policies, as presented.”

Moved: N. Sullivan  
Seconded: A. Taylor CARRIED

(b) MOTION: “That the Board of Health accepts the recommendation of the Executive Committee and accepts the Board of Health and Communications Policy (CA.45.01.503), as attached as Appendix “2” to Executive Committee Report BH.09.FEB0117.R01 – Governance Policies, as presented.”

Moved: N. Sullivan  
Seconded: A. Taylor CARRIED

**11.0 Correspondence**

- Eric Hoskins, Minister, MOHLTC, Letter re Public Health Expert Panel.
- Stephen O’Brien, City Clerk, City of Guelph Letter to WDGPH re Guelph Council Member Resignation from WDGPH BOH.

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

Moved: C. White  
Seconded: K. Perron CARRIED

*Directors were excused from attending the Closed Session portion of the meeting.*

**12.0 CLOSED SESSION**

- To approve the Closed Session BOH Minutes of January 4, 2017.
- Closed Session Executive Committee Verbal Report [to be tabled][personal matters about an identifiable individual].

**(6:02)**

**MOTION: “To move into Closed Session to approve Closed Session BOH Minutes of January 4, 2017 and to review Closed Session Executive Committee Verbal Report [personal matters about an identifiable individual].”**

**Moved:**

**C. White**

**Seconded:**

**M. Abbink**

**CARRIED**

**Wellington-Dufferin-Guelph Public Health**  
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**CLOSED SESSION**

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**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. Ken McGhee, Mr. Keith Perron, Mr. Allen Taylor and Mr. Chris White.

**Member(s) with regrets were:** Mr. Dennis Lever.

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

**Staff member(s) in attendance were:** Ms. Sylvia Muir (Recording Secretary).

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

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



**(6:18) Returned to Open Session.**

**MOTION: “To Ratify the Closed Session Decisions of the February 1, 2017 Board of Health meeting.”**

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

**CARRIED**

**13.0 Notice of Motion**

- NONE.

**14.0 Adjournment**

The meeting was adjourned at 6:20 p.m.

**MOTION: “To adjourn the meeting.”**

**Moved: W. Baxter**  
**Seconded: G. Bridge**

**CARRIED**