

**Wellington-Dufferin-Guelph Public Health**  
**MINUTES OF BOARD OF HEALTH**  
**Wednesday October 4, 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, Mr. Cam Guthrie, Ms. June Hofland, Mr. Dennis Lever, Ms. Nancy MacDonald, Mr. Ken McGhee, Mr. Lambert Otten, Mr. Allen Taylor 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. Liz Bowden, Ms. Andrea Roberts, Ms. Rita Sethi, Mr. Kyle Wilson, Mr. Justin Brown, Ms. Marie Carriere, Mr. Chuck Ferguson, Ms. Shanna O'Dwyer and Ms. Sylvia Muir (Recording Secretary).

**Guests in attendance were:** NONE.

**1.0 Call to Order**

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

Status of BOH Vacancies
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- The WDGPH BOH has one remaining provincial appointment vacancy (representing the City of Guelph).

Staff Appreciation Day – November 29, 2017 at the Italian Canadian Club
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- N. Sullivan reminded the BOH that November 29, 2017 is Staff Appreciation Day and encouraged all BOH members to attend, if possible, for at least part of the day.

**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 October 4, 2017 BOH meeting, as presented.**

**Moved:**

**C. Billings**

**Seconded:**

**G. Bridge**

**CARRIED**

#### 4.0 Approval of Minutes

**MOTION: “To approve the Minutes of September 6, 2017, as presented.”**

**Moved: K. McGhee**  
**Seconded: L. Otten** **CARRIED**

#### 5.0 MOH Updates

- NONE.

#### 6.0 Presentation(s)

- NONE.

#### 7.0 Business Arising

- NONE.

#### 8.0 Consent Agenda

- NONE.

#### 9.0 BOH Report(s)

- NONE.

#### 10.0 Committee (Verbal) Report(s)

##### Audit Committee Report:

G. Gardhouse, Audit Committee Chair, provided an update advising that the Audit Committee met on Sep 11/17 to review/discuss the following matter(s):

BH.02.SEP1117.R02 – Annual Update on WDGPH Compliance with the Ontario Public Health Organizational Standards (Organizational Standards)

BH.02.SEP1117.R03 – WDGPH Risk Management Strategy

The BOH expressed their appreciation to WDGPH staff for providing the Report on Risk Management.

**The following Motion(s) were passed in Open Session at the Audit Committee meeting of Sep 11/17:**

**BH.02.SEP1117.R02 – Annual Update on WDGPH Compliance with the OPHOS:**

(a) MOTION: “That the Audit Committee makes recommendation to the Board of Health to receive Audit Committee Report BH.02.SEP1117.R02 – Annual Update on WDGPH Compliance with the OPHOS, as amended, for information.”

Moved: J. Hofland  
Seconded: C. Guthrie CARRIED

**BH.02.SEP1117.R03 – WDGPH Risk Management Strategy:**

(a) MOTION: “That the Audit Committee makes recommendation to the Board of Health to receive Audit Committee Report BH.02.SEP1117.R03 – WDGPH Risk Management Strategy, as presented, for information.”

Moved: C. Guthrie  
Seconded: N. Sullivan CARRIED

**Motion(s) passed at the Oct 4/17 BOH Meeting:**

(a) MOTION: “That the Board of Health accepts the recommendation of the Audit Committee to receive Audit Committee Report BH.02.SEP1117.R02 – Annual Update on WDGPH Compliance with the Ontario Public Health Organizational Standards (Organizational Standards), as presented, for information.”

Moved: G. Gardhouse  
Seconded: K. McGhee CARRIED

(a) MOTION: “That the Board of Health accepts the recommendation of the Audit Committee to receive Audit Committee Report BH.02.SEP1117.R03 – WDGPH Risk Management Strategy, as presented, for information.”

Moved: G. Gardhouse  
Seconded: C. White CARRIED

**Executive Committee Report:**

N. Sullivan, Executive Committee Chair, provided an update advising that the Executive Committee met on Sep 15/17 to review/discuss the following matter(s):

**Overview of the Report of the Minister’s Expert Panel on Public Health**

- Consultation Process – September 29, 2017 meeting with MOHLTC and BOH Chairs. MOHLTC is consulting with a number of stakeholders. No decisions have been made. No additional cost has been anticipated for HUs.

**Finance Committee Report:**

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

BH.04.SEP2017.R12 – 2017 Second Quarter Financials

BH.04.SEP2017.R13 – Bill 148, Fair Workplaces, Better Jobs Act

BH.04.SEP2017.R14 – Program Budgeting + Marginal Analysis (PBMA)

BH.04.SEP2017.R15 – WDGPH Municipal Funding Split

A lengthy discussion occurred on each of the Reports. WDGPH has been using Statistics Canada National Census for the funding split for the past ten (10) years. Default under the current Ontario Regulations is to use MPAC enumeration. Following discussion, the BOH agreed that using the Statistics Canada Census provides the most accurate population numbers and directed the BOH Chair to send a letter to each obligated municipality asking that the municipality provide direction on which population census tool to use for the funding split.

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

**BH.04.SEP2017.R12 – 2017 Second Quarter Financials:**

(a) MOTION: “That the Finance Committee makes recommendation to the Board of Health to receive Finance Committee Report BH.04.SEP2017.R12 – 2017 Second Quarter Financials, as presented, for information.”

Moved: K. McGhee  
Seconded: M. Abbink  
CARRIED

**BH.04.SEP2017.R13 – Bill 148, Fair Workplaces, Better Jobs Act:**

(a) MOTION: “That the Finance Committee makes recommendation to the Board of Health to receive Finance Committee Report BH.04.SEP2017.R13 – Bill 148, Fair Workplaces, Better Jobs Act, as presented, for information.”

Moved: N. Sullivan  
Seconded: K. McGhee  
CARRIED

**BH.04.SEP2017.R14 – Program Budgeting + Marginal Analysis (PBMA):**

(a) MOTION: “That the Finance Committee makes recommendation to the Board of Health to receive Finance Committee Report BH.04.SEP2017.R14 – Program Budgeting and Marginal Analysis, as presented, for information.”

Moved: C. Billings  
Seconded: M. Abbink  
CARRIED

**BH.04.SEP2017.R15 – WDGPH Municipal Funding Split:**

(a) MOTION: “That the Finance Committee makes recommendation to the Board of Health for the Board of Health Chair to send a letter to the three (3) obligated municipalities, as defined under the Health Protection and Promotion Act, R.S.O. 1990 (HPPA), requesting that the municipalities clarify whether WDGPH is to continue to use the most accurate municipal population numbers, as produced by the Statistics Canada Census, or MPAC enumeration as the basis for the municipal funding split.”

Moved: K. McGhee  
Seconded: C. Billings  
CARRIED

**(b) MOTION: “That the Finance Committee makes recommendation to the Board of Health to receive Finance Committee Report BH.04.SEP2017.R15 – WDGPH Municipal Funding Split, as presented, for information.”**

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

**(c) MOTION: “That the Finance Committee makes recommendation to the Board of Health for the Board of Health Chair to send a letter to the Minister of the MOHLTC requesting an amendment to the Health Protection and Promotion Act in support of the Leeds, Grenville & Lanark District Health Unit Resolution regarding the Municipal Levy Apportionment, attached as Appendix “A” to Finance Committee Report BH.04.SEP2017.R15 – WDGPH Municipal Funding Split.”**

**Moved: C. Billings  
Seconded: N. Sullivan CARRIED**

**Motion(s) passed at the Sep 6/17 BOH Meeting:**

**(a) MOTION: “That the Board of Health accepts the recommendation of the Finance Committee and receives Finance Committee Report BH.04.SEP2017.R12 – 2017 Second 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 to receive Finance Committee Report BH.04.SEP2017.R13 – Bill 148, Fair Workplaces, Better Jobs Act, 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 to receive Finance Committee Report BH.04.SEP2017.R14 – Program Budgeting and Marginal Analysis (PBMA), as presented, for information.”**

**Moved: D. Lever  
Seconded: M. Abbink CARRIED**

**(a) MOTION: “That the Board of Health accepts the recommendation of the Finance Committee for the Board of Health Chair to send a letter to the three (3) obligated municipalities, as defined under the Health Protection and Promotion Act, R.S.O. 1990 (HPPA), requesting that the municipalities clarify whether WDGPH is to continue to use the most accurate municipal population numbers, as produced by the Statistics Canada Census, or MPAC enumeration as the basis for the municipal funding split.”**

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

**(b) MOTION: “That the Board of Health accepts the recommendation of the Finance Committee to receive Finance Committee Report BH.04.SEP2017.R15 – WDGPH Municipal Funding Split, as presented, for information.”**

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

**(c) MOTION: “That the Board of Health accepts the recommendation of the Finance Committee to have the Board of Health Chair send a letter to the Minister of the MOHLTC requesting an amendment to the Health Protection and Promotion Act in support of the Leeds, Grenville & Lanark District Health Unit Resolution regarding the Municipal Levy Apportionment, attached as Appendix “A” to Finance Committee Report BH.04.SEP2017.R15 – WDGPH Municipal Funding Split.”**

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

BOH consensus that the above noted letter to the Minister of the MOHLTC be sent after WDGPH receives a response back from all three (3) obligated municipalities.
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#### **11.0 Correspondence**

- NONE.

#### **12.0 CLOSED SESSION**

- To approve the Closed Session BOH Minutes of September 6, 2017.
- Finance Committee Report from Chair – Sep 20/17 [personal matters about an identifiable individual]:
  - ▶ Closed Session Finance Committee Report BH.04.SEP2017.R16 – 2018 Draft Budget.
- Facilities Committee Report from Chair – Sep 15/17 [property matters including security of property and/or a proposed or pending acquisition of land by the Board]:
  - ▶ Closed Session Facilities Committee Report BH.03.SEP1517.R01 – Leased Space in Mount Forest and Guelph (Shelldale).
- Executive Committee Report from Chair – Sep 15/17 [personal matters about an identifiable individual]:
  - ▶ Discussion on BOH Response to Report of the Minister’s Expert Panel on Public Health.

**(4:19)**

**MOTION: “To move into Closed Session to approve Closed Session BOH Minutes of September 6, 2017; to review Closed Session Finance Committee Report BH.04.SEP2017.R16 – 2018 Draft Budget [personal matters about an identifiable individual]; to review Closed Session Facilities Committee Report BH.03.SEP1517.R01 – Leased Space in Mount Forest and Guelph (Shelldale)[property matters including security of property and/or a proposed or pending acquisition of land by the Board]; and to discuss BOH Response to Report of the Minister’s Expert Panel on Public Health Document.”**

**Moved:**  
**Seconded:**

**J. Hofland**  
**G. Gardhouse**

**CARRIED**

**Wellington-Dufferin-Guelph Public Health**  
**MINUTES OF THE BOARD OF HEALTH**  
**Wednesday October 4, 2017**

**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, Mr. Cam Guthrie, Ms. June Hofland, Mr. Dennis Lever, Ms. Nancy MacDonald, Mr. Ken McGhee, Mr. Lambert Otten, Mr. Allen Taylor and Mr. Chris White.

**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. Chris Beveridge, Ms. Liz Bowden, Ms. Andrea Roberts, Ms. Rita Sethi, Mr. Kyle Wilson, Ms. Shanna O'Dywer 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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(5:35) Returned to Open Session.

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

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

*Motions brought forward from Closed Session:*

**(a) MOTION: “That the Board of Health accepts the recommendation of the Finance Committee and receives Closed Session Finance Committee Report BH.04.SEP2017.R16 – 2018 Draft Budget, as presented, for information.”**

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

**(a) MOTION: “That the Board of Health accepts the recommendation of the Facilities Committee and receives Closed Session Facilities Committee Report BH.03.SEP1517.R01 – Leased Space in Mount Forest and Guelph (Shelldale), as presented, for information.”**

**Moved: A. Taylor**  
**Seconded: C. Guthrie** **CARRIED**

**MOTION: “That the Board of Health authorizes and directs the BOH Chair to prepare a response to the MOHLTC regarding the Report of the Minister’s Expert Panel on Public Health.”**

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

A. Taylor to Chair the November 1, 2017 BOH meeting, in N. Sullivan’s absence. A. Taylor to speak to the MOH Appraisal Process and the Results of the 2016 BOH/Committee Self-Evaluation.

### **13.0 Adjournment**

The meeting was adjourned at 5:36 p.m.

**MOTION: “To adjourn the meeting.”**

**Moved: J. Hofland**  
**Seconded: M. Abbink** **CARRIED**