

**BRANT COUNTY BOARD OF HEALTH**  
**Wednesday, March 18, 2020, 11:00 a.m., Conference Call/Boardroom**  
**MINUTES**

**PRESENT:** Ms. Helen Mulligan, Chair  
Councillor Robert Chambers (via phone)  
Mayor Kevin Davis (via phone)  
Councillor John Sless (via phone)  
Councillor Brian Van Tilborg (via phone)

Dr. Elizabeth Urbantke  
Dr. Jo Ann Tober  
Ms. Lorraine Johnson (recorder)

**REGRETS:** Councillor John Bell, Vice-Chair

**ALSO PRESENT:** Mr. Brent Richardson, Director, Human Resources

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**Due to COVID-19 social distancing, the Board of Health training session on for “Creating a Civil and Respectful Workplace and Governance” was postponed. The meeting was held by conference call.**

**1. CALL TO ORDER**

Chair Mulligan called the meeting to order at 11:00 a.m.

**2. CONFLICT OF INTEREST**

Chair Mulligan reminded Members to declare a conflict of interest, if one so arises, at the time the item is discussed.

**3. IN-CAMERA MEETING** No In-camera session.

**4. ADDITIONS TO AGENDA**

8.2 Deferral of Six-Month Performance Appraisal for Acting MOH (*Mr. Richardson*)

**5. APPROVAL OF MINUTES**

**5.1 Brant County Board of Health Minutes, January 15, 2020**

**Moved by:** Councillor Sless

**Seconded by:** Mayor Davis

**“THAT the Brant County Board of Health Minutes, dated January 15, 2020, be approved as presented.”**

**Carried.**

**6. FINANCIAL REPORT**

**6.1 Draft Financial Statement as of December 31, 2019**

Dr. Tober presented the Draft Financial Statement as of December 31, 2019, as included in the agenda package. Dr. Tober reported a year-end surplus of \$664 for mandatory cost-shared programs and a \$305 deficit for specially-funded programs. Unused funds, \$71,191 for Tobacco Prosecution and \$8,699 for Healthy Smiles Ontario, must be returned to the Province. Dr. Tober responded to questions: COVID-19 impacts include re-deployed staff and some additional expenses. It is too soon to say whether the Health Unit will be requesting additional funds from the City. The Health Unit has some reserve funds and can access a line of credit if needed. COVID-19 expenditures are tracked separately in preparation for reporting to the Province and in anticipation of possible mitigation funds. Ms. Perera has left the Health Unit as of March 6. Mr. Richardson is covering the internal responsibilities of the Director of Finances, and external oversight is in place with a chartered accountant familiar with BCHU during recruitment for a replacement. Mayor Davis requested a copy of the pre-audit 2019 internal balance sheet.

**Moved by:** Mayor Davis

**Seconded by:** Councillor Van Tilborg

**“THAT the Brant County Board of Health approve the Draft Financial Statement, ending December 31, 2019, as presented.”**

**Carried.**

## **6.2 Report from the Finance and Audit Committee**

A Finance and Audit Committee meeting was held on March 3, 2020. Dr. Tober provided a summary: there was a year-end surplus of \$664 in mandatory programs. Millards financial auditors were on-site March 2-4; their draft financial statement will be presented at the April 15 Board meeting. It is due to the Ministry of Health by April 30. The 2020 Annual Service Plan and Budget Submission was reviewed with the Committee, including programs, objectives, activities, finances, and staff allocations. It was submitted to the Ministry of Health on March 2

## **7. BUSINESS ARISING FROM PREVIOUS MINUTES**

### **7.1 Report from the Chair**

Chair Mulligan advised that her provincial appointment to the Board of Health was not renewed by the Province. Her current term concludes on May 30, 2020. (See Item 9.13)

### **7.2 Report from the Acting Medical Officer of Health**

Dr. Urbantke presented the Acting Medical Officer of Health Report, dated February 19, 2020, as distributed with the package. Dr. Urbantke provided updated COVID-19 information: As of March 18, Brant has 1 lab-confirmed case. The case is travel related, was asymptomatic and was subsequently tested on March 14. This information is embargoed until the Ministry of Health approves the press release. There is cross-jurisdictional involvement, with Southwestern Public Health contact tracing at the person's worksite and Brant County Health Unit (BCHU) conducting resident tracing. Several other test results are pending; this can take up to 4 days. The Brant Community Healthcare System is the local testing site and has been functional since last weekend. They have set up in a low-traffic area to ensure community protection and access is by appointment only. If an expanded assessment centre is needed, the Civic Centre is being secured in coordination with the City.

Dr. Urbantke responded to Members' questions: BCHU is operating under its Incident Management System and with internal staff, but has not called a state of emergency at this time. An influx of cases could prompt BCHU calling a state of emergency. The provincial state of emergency frees up funds for COVID-19 and allows for closure orders. BCHU staff are visiting all food premises to ensure only take-out and delivery services are operating. BCHU staff are working with City, County and other partners regarding essential services, guidance for shelters, etc. BCHU staff remain involved with community partners serving the vulnerable population. Workplace information is available for employers to protect employees and customers, strategies depend upon the type of business. Working through the resolution to the probable cases must be done in adherence to Ministry of Health processes. Dr. Tober noted that a large number of BCHU staff have been re-deployed to work in the COVID-19 Contact Centre and in Case Management/Contact Tracing. The BCHU Contact Centre is open 8:30 am to 8:00 pm on weekdays and also for shorter shifts on weekends. Staff have been responding to an escalating number phone calls and emails and are often caught up to live-answer. The BCHU website is constantly updated to answer COVID-19 questions and post numbers.

*Dr. Urbantke left the meeting at 11:37 a.m.*

### **7.3 Report from the Executive Director**

Dr. Tober advised that most Health Unit resources have been re-deployed to COVID-19 activities, with a few staff providing essential services. This will continue as long as needed. As a result, Dr. Tober sought Board support to suspend work on responding to the Public Health Modernization survey submission, and delay the detailed response to the Ministry of Health Audit Phase 2. Previous interim responses provided timelines. Members noted this would apply only until after COVID-19 activities subside. The Board will communicate this message to the Ministry of Health.

**Moved:**

**Councillor Chambers**

**Seconded:**

**Councillor Van Tilborg**

**“THAT the Board of Health authorize staff to suspend work on the Public Health Modernization survey response and delay work on the response and workplan for the Ministry of Health Audit Phase 2 during the COVID-19 pandemic;**

**AND THAT these priorities be revisited at the regular April Board of Health meeting.”**

**Carried**

#### **7.4 Food Safety Disclosure Report**

Dr. Tober presented the Food Disclosure By-law Report, dated March 18, 2020, as provided with the agenda. The report outlined convictions against Tin Cup Sports Grill, Boston Pizza and Symposium Café. Re-inspections were carried out and the infractions were rectified.

**Moved by:** Councillor Chambers  
**Seconded by:** Councillor Sless

**“THAT the Brant County Board of Health accept reports 7.1 through 7.4 as presented.” Carried.**

### **8. NEW BUSINESS**

#### **8.1 2020 Annual Operating Plan**

Dr. Tober reported that the 2020 Annual Service Plan and Budget Submission was reviewed in detail by the Finance and Audit Committee, and was submitted to the Ministry of Health on March 2. With COVID-19 activities escalating, the Health Unit is already re-deploying staff, so some activities in the Service Plan will not be completed during 2020. Priorities will be set for delivering services and reassessed as COVID-19 continues. The Health Unit website is updated as clinics, activities, etc. are cancelled.

#### **8.2 Deferral of Six-Month Performance Appraisal for Acting Medical Officer of Health**

Mr. Richardson advised that under the Policy Framework for Medical Officer of Health (MOH) Appointments, Dr. Urbantke is rapidly approaching the six-month mark of her Acting MOH appointment. Given the COVID-19 pandemic, the Health Unit will not be completing the six-month review/evaluation as per policy. Mr. Richardson requested Members’ approval to communicate to the Ministry of Health that the Board is pleased with Dr. Urbantke’s performance and leadership to date. Upon completion of the MOH educational requirements, the Board will be seeking the formal appointment from the Ministry of Health.

**Moved by:** Councillor Sless  
**Seconded by:** Councillor Van Tilborg

**“THAT the Brant County Board of Health direct communication to the Ministry of Health noting that the Board is pleased with Dr. Elizabeth Urbantke’s performance to date, especially her leadership during the current COVID-19 pandemic response;  
AND THAT, upon completion of her educational requirements, the Board intends to seek the formal appointment of Dr. Urbantke as Medical Officer of Health for the Brant County Health Unit.” Carried.**

### **9. CORRESPONDENCE** *(Board members may request a copy of items that are not attached from Board of Health Secretary)*

- 9.1** Correspondence received from Porcupine Health Unit, dated January 9, 2020, re display/promotion of vaping products.
- 9.2** Correspondence received from Windsor-Essex Health Unit, dated January 17, 2020, re Children Count Pilot Project.
- 9.3** Correspondence received from Windsor-Essex Health Unit, dated January 17, 2020, re Healthy Smiles Ontario funding.
- 9.4** Correspondence received from Peterborough Public Health, dated January 22, 2020, re e-cigarette and aerosolized product prevention and cessation.
- 9.5** Correspondence received from Kingston, Frontenac and Lennox & Addington Public Health, dated January 28, 2020, re monitoring of food insecurity and food affordability.
- 9.6** Correspondence received from Peterborough Public Health, dated January 29, 2020, re off-road vehicles.
- 9.7** Correspondence received from Sudbury & Districts Public Health, dated January 31, 2020, re fully-funded universal Healthy School Food program.
- 9.8** Correspondence received from City of Hamilton, dated January 20, 2020, re vaping.
- 9.9** Correspondence received from Eastern Ontario Health Unit, dated February 12, 2020, re 2020 municipal cost share of public health funding.
- 9.10** Correspondence received from Grey Bruce Health Unit, dated March 3, 2020, re harms of vaping and next steps of regulation.

- 9.11 Correspondence received from Grey Bruce Health Unit, dated March 3, 2020, re comprehensive measures to address the rise of vaping in Canada.
- 9.12 Correspondence received from Peterborough Public Health, dated March 5, 2020, re provincial immunization registry.
- 9.13 Correspondence received from Ministry of Health, dated February 28, 2020, re completion of provincial appointment term for Ms. Mulligan.

**Moved by: Councillor Chambers  
Seconded by: Councillor Sless**

**“THAT the Board of Health receive the correspondence as listed.” Carried.**

**10. QUESTIONS/ANNOUNCEMENTS**

Members inquired about keeping the Board up to date on COVID-19 news. Dr. Urbantke and Dr. Tober have sent three email updates to the Board and will continue to do so whenever there are changes or items on which to report.

**11. FUTURE AGENDA ITEMS**

**12. NEXT MEETING DATES**

Wednesday, April 15, 2020, at 9:30 a.m.  
Finance & Audit Committee Meeting: Wednesday, April 15 at 8:30 a.m.

**15. ADJOURNMENT**

The meeting was adjourned at 11:55 a.m.

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Chair

\_\_\_\_\_  
Date

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Secretary

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Date