

BRANT COUNTY BOARD OF HEALTH
Wednesday, January 15, 2020, 9:30 a.m., Boardroom
MINUTES

PRESENT: Ms. Helen Mulligan, Chair
Councillor John Bell
Mayor Kevin Davis
Councillor John Sless
Dr. Elizabeth Urbantke
Dr. Jo Ann Tober
Ms. Lorraine Johnson (recorder)

REGRETS: Councillor Robert Chambers
ABSENT: Councillor Brian Van Tilborg

ALSO PRESENT: Ms. Dee Perera, Director, Finances

1. CALL TO ORDER

Chair Mulligan called the meeting to order at 9:35 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

Moved by: Councillor Bell
Seconded by: Councillor Sless

“THAT the meeting move to In-Camera at 9:36 a.m. regarding personal matters about an identifiable individual and risk management issues.”

Carried.

The regular Board of Health meeting resumed.

No motions were passed at the in-camera session.

4. ADDITIONS TO AGENDA None.

5. APPROVAL OF MINUTES

5.1 Brant County Board of Health Minutes, November 20, 2019

Moved by: Councillor Bell
Seconded by: Councillor Sless

“THAT the Brant County Board of Health Minutes, dated November 20, 2019, be approved as presented.”

Carried.

6. FINANCIAL REPORT

6.1 Financial Position as of November 30, 2019

Ms. Perera presented the Financial Statement as of November 30, 2019, as included in the agenda package.

Ms. Perera reported a November 30 surplus, reminded Members of additional approved expenditures completed, and noted the expectation of a year-end balanced budget. Unused funds for Tobacco Prosecution and Healthy Smiles Ontario programs will be returned to the Province. Staff continue to work on the year-end closure.

Moved by: Councillor Sless
Seconded by: Councillor Bell

“THAT the Brant County Board of Health approve the Financial Statement, ending November 30, 2019, as presented.”

Carried.

6.2 Appointment of Auditors

Dr. Tober presented a motion for the appointment of Millards to act as financial auditors for the Brant County Health Unit through to December 31, 2020. The Health Unit is legislated to use the same firm as the City of Brantford.

Moved by: Mayor Davis
Seconded by: Councillor Sless

“WHEREAS the Municipal Act requires that boards of health appoint the same auditor as is used by their largest municipal funder, and the City of Brantford currently holds a contract for auditor services with the firm of Millards;

BE IT THEREFORE RESOLVED THAT Millards be re-appointed as the Brant County Board of Health’s auditor for the period January 1, 2020 to December 31, 2020.” Carried.

Ms. Perera left the meeting at 11:03 a.m.

7. BUSINESS ARISING FROM PREVIOUS MINUTES

7.1 Report from the Chair No report.

7.2 Report from the Acting Medical Officer of Health

Dr. Urbantke presented the Acting Medical Officer of Health Report, dated January 15, 2020, as distributed with the package. The report indicated typical timing for the influenza season in Brant; there have been 28 confirmed cases of influenza and 2 institutional outbreaks. The previously-undiagnosed pneumonia in China has been identified as a novel corona virus. Dr. Urbantke updated Members on Health Unit plans for health care provider engagement activities, and the status of her Masters in Public Health course.

As well, Dr. Urbantke reported on the recent increase in overdoses culminating in the four deaths on January 10. This is a significant increase over 2019 year-to-date numbers. In consultation with community partners, a public alert was issued. The alerts are distributed widely, including People With Lived Experience Working Group, media, and community partners. Members discussed the sources of data and time-delays, and the work of the Surveillance Working Group; private vs public overdose locations; and the multi-pronged approach of harm reduction messaging and Naloxone distribution. More anti-stigma messaging will be coming in 2020.

7.3 Report from the Executive Director

Dr. Tober presented the Chief Executive Officer Report, dated January 15, 2020, as distributed with the agenda. Dr. Tober reported on progress on the 2020 Annual Service Plan and Budget template, the merger of Huron and Perth Health Units into one agency, the Health Unit’s updated health care provider website, and a status report on the Ontario Seniors Dental Care Program.

7.4 Food Safety Disclosure Report No report.

Moved by: Councillor Bell
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 Public Health Modernization Consultation Report

Dr. Tober presented the Public Health Modernization Consultation Report, dated January 15, 2020, as included with the agenda. The Ministry of Health announced a consultation session on February 11 for four local health units: Brant, Haldimand-Norfolk, Hamilton and Niagara. The Health Units were asked to submit a list of their Board members and senior management; invitations will be issued directly from the Ministry. Consultations and the survey are specific to the Ministry’s Discussion Paper. Brant County Health Unit conducted two internal town hall sessions to receive staff input. Groups of health units are coordinating responses to the survey questions. Members agreed that it would be beneficial to meet prior to the consultation and/or to receive briefing notes in preparation.

8.2 Board of Health Policy and Procedure Review Report

Dr. Tober presented the Board of Health Policy and Procedure Review Report, dated January 15, 2020, as included with the agenda. Revisions, mostly housekeeping, were made and reviewed with Chair Mulligan. The following policies and procedures were presented:

- III-010 Board of Health Structure--Responsibilities
- III-020 Board of Health Orientation
- III-025 Board of Health Self-Evaluation
- III-030 Board of Health Bylaws (policy only)
- III-032 Board of Health—Sub-Committees: II-032(b) Finance and Audit Committee Terms of Reference
- III-040 Banking and Finance
- III-050 Management of Property
- III-060 Appointment and Duties of an Auditor
- III-065 Board of Health Expense Allowance
- III-070 Designation of Head—Freedom of Information and Protection of Privacy Act
- III-080 Collective Agreements
- III-090 Service Contract Agreements with Agencies
- III-110 Helen VanSickle Educational Fund
- III-120 Research
- III-130 Strategic Planning
- III-150 Management Staff Attending at Board of Health Meetings
- III-160 Risk Management

Moved by: Councillor Bell
Seconded by: Councillor Sless

“THAT the Board of Health approve the revised policies and procedures as presented.” Carried.

8.3 ALPHA Winter Symposium and Section Meeting—February 20-21, 2020

Dr. Tober stated that the Association of Local Public Health Agencies’ Winter Symposium and Board of Health Section Meeting will be held in Toronto on February 20-21, 2020. Chair Mulligan, Dr. Urbantke and Dr. Tober will be attending.

8.4 Annual Declarations: Code of Conduct, Conflict of Interest, and Confidentiality

Dr. Tober reminded Members that they are required to annually sign the Code of Conduct, Conflict of Interest, and Confidentiality Declarations. Members were asked to complete the signing of all three forms.

8.5 Brantford Brant Ontario Health Team Report

Dr. Tober presented the Brantford Brant Ontario Health Team (OHT) Draft Report, dated January 15, 2020, as included with the agenda. Dr. Tober outlined the process for the OHT discussion and submission in Brantford-Brant. The Committee expects to meet the March 2020 submission date to apply to become an OHT. Brant County Health Unit has been participating in the process, and has now been asked to be a signatory confirming participation and support. There is no obligation or liability as a signing party.

Moved by: Councillor Sless
Seconded by: Councillor Bell

“THAT the Board of Directors of the Brant County Health Unit approve, in principle, the Brantford Brant Ontario Health Team Progress Report; and approve, in principle, the Brant County Health Unit as a signatory to the Brantford Brant Ontario Health Team Full Application.” Carried.

8.6 Provincial Re-Appointment

Dr. Tober stated that Chair Mulligan’s provincial appointment term to the Board of Health will expire on May 30. Chair Mulligan confirmed her intent to apply for re-appointment to this Board. Members approved a letter of support to accompany the re-appointment submission.

Moved by: Councillor Sless
Seconded by: Councillor Bell

“THAT the Brant County Board of Health provide a letter of support for the provincial re-appointment of Ms. Helen Mulligan to this Board.” 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 Haliburton, Kawartha, Pine Ridge District Health Unit, dated November 21, 2019, re prohibition of promotion of vapour products in convenience stores and gas stations.
- 9.2 Correspondence received from City of Hamilton, dated October 30, 2019, re weekly data reports on vaping cases.
- 9.3 Correspondence received from City of Hamilton, dated October 30, 2019, re co-payment for dentures under new Ontario Seniors Dental Care Program.
- 9.4 Correspondence received from City of Hamilton, dated October 30, 2019, re provincial immunization registry.
- 9.5 Correspondence received from Middlesex-London Health Unit, dated October 17, 2019, re vaping concerns.
- 9.6 Correspondence received from Leeds, Grenville & Lanark District Health Unit, dated December 2, 2019, vapour product use among youth.
- 9.7 Correspondence received from Peterborough Public Health, dated November 29, 2019, re vaping concerns.
- 9.8 Correspondence received from City of Hamilton, dated November 27, 2019, re vaping concerns (provincial).
- 9.9 Correspondence received from City of Hamilton, dated November 27, 2019, re vaping concerns (federal).
- 9.10 Correspondence received from City of Hamilton, dated November 27, 2019, re opioid overdose emergency.
- 9.11 Correspondence received from City of Brantford, dated December 4, 2019, re appointments to Board of Health
- 9.12 Correspondence received from Sudbury & Districts Public Health, dated December 3, 2019, re e-cigarette and aerosolized product prevention and cessation.
- 9.13 Correspondence received from Wellington-Dufferin-Guelph Public Health, dated December 9, 2019, re Aggregate Resources Act.
- 9.14 Correspondence received from Leeds, Grenville & Lanark District Health Unit, dated December 18, 2019, re national universal pharmacare program.
- 9.15 Correspondence received from City of Hamilton, dated October 30, 2019, re weekly data reports on vaping cases.

Moved by: Councillor Sless
Seconded by: Councillor Bell

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

10. ELECTIONS

Chair Mulligan vacated the Chair and turned the floor over to Dr. Tober. All positions were declared vacant.

12.1 Chair

Dr. Tober declared that nominations were open for the position of Chair of the Brant County Board of Health for 2020.

Moved by: Councillor Sless
Seconded by: Councillor Bell

“THAT Ms. Mulligan be nominated for the position of Chair of the Brant County Board of Health for 2020.” **Carried.**

Moved by: Mayor Davis
Seconded by: Councillor Sless

“THAT nominations be closed.” **Carried.**

Ms. Mulligan accepted the position of Chair.

12.2 Vice-Chair

Dr. Tober declared that nominations were open for the position of Vice-Chair of the Brant County Board of Health for 2020.

Moved by: Mayor Davis
Seconded by: Councillor Sless

“THAT Councillor Bell be nominated for the position of Vice-Chair of the Brant County Board of Health for 2020.” **Carried.**

Moved by: Councillor Sless
Seconded by: Mayor Davis

“THAT nominations be closed.” **Carried**

Councillor Bell accepted the position of Vice-Chair. This concluded the elections.

12.3 Signing Officers

Dr. Tober presented the renewal motion for signing offices of the Brant County Health Unit.

Moved by: Councillor Sless

Seconded by: Mayor Davis

“THAT the Chief Executive Officer, Director of Finances, Director of Human Resources, Medical Officer of Health, Chair, and Vice-Chair be appointed signing officers for the Brant County Health Unit;

**AND THAT two appointees be authorized signing officers for cheques with a value greater than \$1,000.00.”
Carried.**

11. QUESTIONS/ANNOUNCEMENTS

12. FUTURE AGENDA ITEMS

13. NEXT MEETING DATES

Wednesday, February 19, 2020, at 9:30 a.m.

Finance & Audit Committee Meeting: Wednesday, February 19 at 8:45 a.m.

14. ADJOURNMENT

The meeting was adjourned at 11:53 a.m.

Chair

Date

Secretary

Date