

DRAFT AGENDA
MIDDLESEX-LONDON BOARD OF HEALTH

399 RIDOUT STREET NORTH
SIDE ENTRANCE, (RECESSED DOOR)
Board of Health Boardroom

Thursday, 6:00 p.m.
2013 December 12

MISSION - MIDDLESEX-LONDON BOARD OF HEALTH

The mission of the Middlesex-London Health Unit is to promote wellness, prevent disease and injury, and protect the public's health through the delivery of public health programs, services and research.

MEMBERS OF THE BOARD OF HEALTH

Mr. David Bolton	Mr. Ian Peer
Ms. Denise Brown (Vice Chair)	Ms. Viola Poletes Montgomery
Mr. Al Edmondson	Ms. Nancy Poole
Ms. Patricia Fulton	Mr. Mark Studenny
Mr. Marcel Meyer (Chair)	Ms. Sandy White
Mr. Stephen Orser	

SECRETARY-TREASURER

Dr. Christopher Mackie

DISCLOSURE OF CONFLICTS OF INTEREST

APPROVAL OF AGENDA

APPROVAL OF MINUTES

SCHEDULE OF APPOINTMENTS

7:05 - 7:20 p.m. Ms. Trish Fulton, Chair, Finance and Facilities Committee re Item # 1
Report No. 130-13 Finance and Facilities Committee - November 28 Meeting

Item #	Report Name and Number	Link to Additional Information	Delegation	Recommendation	Information	Brief Overview
Committee Reports						
1	Finance and Facilities Committee (FFC) Report - November 28 Meeting Report No. 130-13	Appendix A	x	x		For the Board of Health to receive information and consider recommendations from the November 28 FFC meeting
Other Delegation and Recommendation Reports						
2	Proposed Dates for 2014 Board of Health and Finance & Facilities Committee Meetings Report No. 131-13	Appendix A Appendix B		x		To review and approve the proposed meeting dates for 2014 Board of Health and the Finance & Facilities Committee
3	Building The Best Board: A Governance Committee Report No. 132-13			x		To recommend the development of a draft Terms of Reference for a Governance Committee to support the Board in complying with the Ontario Public Health Organizational Standards
Information Reports						
4	A Review of the 2003 Mandatory Health Programs and Services Guidelines Gap Analysis Report No. 133-13	Appendix A			x	To present a review of the 2003 Mandatory Health Programs and Services Guidelines Gap Analysis of Boards of Health
5	Medical Officer of Health Activity Report – December Report No. 134-13				x	To provide an update on the activities of the MOH for December
	CONFIDENTIAL					The Board of Health will go in camera for the following purposes: a) To discuss personal matters about an identifiable individual b) To discuss a proposed or pending acquisition of land by the BOH

OTHER BUSINESS

Next proposed Finance and Facilities Committee Meeting: Thursday, January 9, 9:00 a.m.

Next proposed Board of Health Meeting: Thursday, January 16, 2014 7:00 p.m.

CORRESPONDENCE

- a) Date: 2013 November 27 (Received 2013 November 29)
Topic: Board Member Reappointment – Trish Fulton (2017 Jan 28)
From: The Honourable Deb Matthews, Minister of Health and Long-Term Care
To: Dr. Christopher Mackie, MOH, Middlesex-London Health Unit
- b) Date: 2013 November 20 (Received 2013 December 4)
Topic: Oral Health Care for Low Income People
From: Mr. Barry Ward, Chair, Board of Health, Simcoe Muskoka District Health Unit
To: The Honourable Deb Matthews, Minister of Health and Long-Term Care

ADJOURNMENT



PUBLIC SESSION - MINUTES

MIDDLESEX-LONDON BOARD OF HEALTH

2013 November 21

MEMBERS PRESENT:

Mr. David Bolton
Ms. Denise Brown (Vice-Chair)
Mr. Al Edmondson
Ms. Trish Fulton
Mr. Marcel Meyer (Chair)
Mr. Stephen Orser
Mr. Ian Peer
Ms. Viola Poletes Montgomery
Ms. Nancy Poole
Mr. Mark Studenny

REGRETS:

Ms. Sandy White

OTHERS PRESENT:

Mr. Wally Adams, Director, Environmental Health and Chronic Disease Prevention Services
Ms. Sonja Burke, Director, Counterpoint Harm Reduction Services
Ms. Hilary Caldarelli, Epidemiologist
Ms. Laura DiCesare, Director, Human Resources and Corporate Strategy
Mr. Dan Flaherty, Manager, Communications
Mr. Brian Lester, Executive Director, Regional HIV/AIDS Connection (RHAC)
Dr. Christopher Mackie, Medical Officer of Health & CEO
Mr. John Millson, Director, Finance and Operations
Ms. Sherri Sanders, Executive Assistant to the Board of Health (Recorder)
Ms. Deb Shugar, Manager, Family Health Services
Ms. Linda Stobo, Manager, Chronic Disease Prevention and Tobacco Control Team
Ms. Louise Tyler, Director, Human Resources and Labour Relations
Mr. Alex Tyml, Online Communications Coordinator
Dr. Bryna Warshawsky, Associate Medical Officer of Health and Director, Oral Health, Communicable Disease & Sexual Health Services

MEDIA OUTLETS:

Mr. Dan Brown	London Free Press
Mr. Craig Gilbert	London Community News

Board of Health Chair, Mr. Marcel Meyer, called the meeting to order at 7:00 p.m.

DISCLOSURES OF CONFLICT(S) OF INTEREST

Chair Meyer inquired if there were any disclosures of conflict of interest to be declared. None were declared at this time.

APPROVAL OF AGENDA

It was moved by Mr. Bolton, seconded by Mr. Studenny *that the AGENDA for the November 21, 2013 Board of Health meeting be approved with the addition of Recommendation Report No. 129-13 re Proposed Amendments to the Smoke-Free Ontario Act.*

Carried

APPROVAL OF MINUTES

It was moved by Mr. Orser, seconded by Mr. Peer *that the MINUTES for the October 17, 2013 Board of Health meeting be approved.*

Carried

COMMITTEE REPORTS

1) Finance and Facilities Committee (FFC) Report, November 7th Meeting (Report No. 118-13)

Ms. Trish Fulton, Chair of the Finance and Facilities Committee (FFC), introduced Report No. 118-13 re the November 7 Finance and Facilities Committee meeting.

Business Arising from the November 7, 2013 FFC meeting

It was moved by Ms. Fulton, seconded by Ms. Poletes Montgomery *that the Board of Health receive Report No. 014-13C re 2013 Budget Variance Report to September 30th for information.*

Carried

It was moved by Ms. Fulton, seconded by Mr. Peer:

- 1. That the Board of Health endorse the Director, Finance & Operations, to submit on an annual basis, a summary report on the purchases made using the corporate credit card by category; and further*
- 2. That the Board of Health receive Appendix A to Report No. 015-13C "Administrative Policy 4-130 Corporate Purchase Cards" for information.*

Carried

It was moved by Ms. Fulton, seconded by Mr. Edmondson *that the Board of Health approve the 100% Ontario Ministry of Children and Youth Services (MCYS) Program Budgets, attached to Report No. 17-13C as Appendix A and C respectively.*

Carried

It was moved by Ms. Fulton, seconded by Ms. Poletes Montgomery *that the Board of Health approve the 100% MCYS Program Budget for the Infant Hearing Program, attached as Appendix B to Report No. 17-13C, with a commitment from the Board of Health to cover the cost shortfall of the program up to \$10,000.*

Carried

It was moved by Ms. Fulton, seconded by Ms. Brown *that Report No. 118-13, including the draft minutes of the November 7, 2013 Finance and Facilities Committee meeting, be received for information.*

Carried

DELEGATION REPORTS

2) Middlesex-London I-Track Survey of People Who Inject Drugs ([Report No. 119-13](#))

Dr. Bryna Warshawsky, Associate Medical Officer of Health, introduced Ms. Hilary Caldarelli and Ms. Allison Locker, Epidemiologists. Dr. Warshawsky noted that Mr. Brian Lester, Executive Director of the Regional HIV/AIDS Connection (RHAC), and Ms. Sonja Burke, Director of Counterpoint Harm Reduction Services, were also in attendance at the meeting.

Ms. Caldarelli assisted Board Members with their understanding of this report by means of a PowerPoint [Presentation](#).

Dr. Warshawsky outlined the reports that will be presented to the Board of Health at future meetings, including withdrawal management, needle/syringe recovery and disposal, needle/syringe exchange services in Middlesex County, opioid overdose prevention programs and a comprehensive injection drug use health status report.

In response to a query about whether the studies were completed at the same time of year across Canada, Ms. Caldarelli replied that the studies were not conducted at the same time of year. They were conducted sometime between 2010 and 2012. Dr. Warshawsky reported that the primary drugs used in a community change over time due to prices and availability.

In response to a question about a safe injection site in London, Dr. Mackie explained that the Health Unit and its partners have a great deal of information to compile; however, this data collection is not being done with the end result of a Safe Injection Site. Mr. Lester explained that there is not a current proposal for a Safe Injection Site in London. He believes the best long-term scenario would be to offer safe injection services across London and Middlesex County and not services concentrated at one site.

Ms. Caldarelli confirmed that the I-Track Survey did not ask questions about needle disposal. The questions are the same across Canada. Dr. Warshawsky reported that Health Unit staff will make the recommendation to the I-Track program that disposal questions be added to the survey.

It was moved by Ms. Brown, seconded by Ms. Poletes Montgomery *that Report No. 119-13 re Middlesex-London I-Track Survey of People Who Inject Drugs be received for information.*

Carried

3) Middlesex County: Impact of Social and Economic Changes on Human Services Needs ([Report No. 126-13](#))

Dr. Mackie assisted Board members with their understanding of this report using a PowerPoint [Presentation](#).

It was moved by Ms. Brown, seconded by Mr. Orser *that Report No. 126-13 re Middlesex County: Impact of Social and Economic Changes on Human Service Needs be received for information.*

Carried

ACTION REPORTS

11) Proposed Amendments to the Smoke-Free Ontario Act ([Report No. 129-13](#))

Ms. Linda Stobo, Manager, Chronic Disease Prevention and Tobacco Control Team, assisted Board members with their understanding of this report.

In response to a question about electronic cigarettes, Ms. Stobo explained that e-cigarettes are regulated by the federal government. The Smoke-Free Ontario Act deals only with lighted tobacco products, which e-cigarettes are not. The Ontario Ministry of Health and Long-Term Care is working with the Federal Ministry of Health on the e-cigarette issue. However, local businesses and agencies can develop policies that restrict the use of e-cigarettes on their property.

In response to a question about whether streets and sidewalks could be included in the requested letter, Ms. Stobo explained that regulations relating to roads and sidewalks are dictated by the Ontario Highway Traffic Act. Although the City of London does have some bylaws that deal with sidewalks, e.g., cycling on sidewalks, bylaws related to smoking on areas under the Ontario Highway and Traffic Act are an exception.

It was moved by Ms. Poletes Montgomery, seconded by Mr. Studenny *that the Board of Health:*

- 1) *Endorse Report No. 129-13 re Proposed Amendments to the Smoke-Free Ontario Act, and*
- 2) *Send a letter, attached as Appendix A, to the Right Honourable Premier Kathleen Wynne, the Honourable Deb Matthews, Minister of Health and Long Term Care, and local Members of Provincial Parliament (MPPs) urging them to pass the legislation swiftly.*

Carried

4) Menu Labelling: Improving the Food Environment ([Report No. 120-13](#))

Ms. Stobo assisted Board members with their understanding of this report. She explained that there is computer software available that calculates calorie and sodium content of a recipe. The Health Unit has not yet been provided with information about monitoring compliance or the obligation of food providers.

It was moved by Ms. Poletes Montgomery, seconded by Ms. Poole *that the Board of Health:*

1. *Endorse the recommendation that clear, prominent labelling of calorie and sodium content on menus, including reference values, be required through provincial legislation as proposed by the Ontario Society of Nutrition Professionals in Public Health (OSNPPH) Position Statement (Appendix A), "Serving Up Nutrition Information in Ontario Restaurants" and Toronto Public Health (Appendix B).*
2. *Communicate its support for provincial menu labelling legislation by sending a letter to the Premier of Ontario, the Minister of Health and Long-Term Care, local members of parliament, the Ontario Public Health Association and the Association of Local Public Health Agencies (ALPHA).*
3. *Endorse the OSNPPH Position Paper (Appendix A) in its entirety and forward this Report to all Boards of Health across Ontario to communicate its support for the implementation of local, evidence-based complementary menu labelling initiatives.*

Carried

5) Criteria Weights for 2014 Budget ([Report No. 121-13](#))

Dr. Mackie assisted Board members with their understanding of this report. The Finance and Facilities Committee will be considering approximately 70 proposals for disinvestment and investment that have been reviewed for feasibility by the Senior Leadership Team.

After discussion, it was moved by Mr. Bolton, seconded by Ms. Poletes Montgomery *that the Board of Health endorse the criteria presented in Report No.121-13 re Criteria Weights for 2014 Budget.*

Carried

INFORMATION REPORTS

- 6) **Tobacco Promotion in Tobacco Retailers ([Report No. 122-13](#))**
- 7) **Updated Board of Health E-Learning Module ([Report No. 123-13](#))**
- 8) **Health at Work 4 All! 2013 ([Report No. 124-13](#))**
- 9) **tykeTALK: Thames Valley Preschool Speech And Language Program, The Infant Hearing Program - Southwest Region and The Blind Low Vision Early Intervention Program ([Report No. 125-13](#))**

It was moved by Mr. Peer, seconded by Mr. Orser *that items #6 through #9 be received for information.*

Carried

10) Medical Officer of Health Activity Report – November ([Report No. 127-13](#))

Dr. Mackie reported that this Health Unit will be covering the Medical Officer of Health role for Huron County from November 19 to 25, 2013.

It was moved by Mr. Bolton, seconded by Mr. Orser *that Report No. 127-13 re Medical Officer of Health Activity Report – November be received for information.*

Carried

CORRESPONDENCE

Mr. Meyer added the following correspondence to the list:

Date: 2013 November 20 (Received 2013 November 21)
Topic: E. Coli Outbreak in Ontario – Thanking Board for the Recognition
From: Ms. Joanne Dow, Public Health Nurse
To: Mr. Marcel Meyer, Chair, Board of Health

There were no questions about the correspondence.

OTHER BUSINESS

Next scheduled Board of Health Meeting: **Thursday, December 12, 2013 at 6:00 p.m.**

ADJOURNMENT

At 9:00 p.m., it was moved by Mr. Peer, seconded by Mr. Bolton *that the meeting be adjourned.*

Carried

MARCEL MEYER
Chair

CHRISTOPHER MACKIE
Secretary-Treasurer



TO: Chair and Members of the Board of Health
FROM: Christopher Mackie, Medical Officer of Health
DATE: 2013 December 12

FINANCE AND FACILITIES COMMITTEE REPORT – NOVEMBER 28 MEETING

The Finance and Facilities Committee (FFC) met at 10:00 a.m. on Thursday, November 28, 2013 (AGENDA). The draft minutes of the public portion of the meeting are attached as Appendix A. The following reports were discussed at the November 28th public meeting and recommendations made:

Table with 3 columns: Report, Summary of Discussion, Recommendations for Board of Health's Consideration. Row 1: 2014 Planning and Budgeting Template, Report No 020-13, Dr. Mackie and Mr. Millson presented the 2014 Planning and Budgeting Template...

OTHER BUSINESS

Committee members reviewed the Proposed Finance and Facilities Committee Meetings schedule for 2014.

It was moved by Mr. Bolton, seconded by Mr. Meyer that the proposed 2014 Finance and Facilities Committee meeting schedule be presented to the Board of Health for approval.

Carried

CONFIDENTIAL

The FFC made a motion to move in camera to discuss the following matters:

- a) An issue dealing with personal matters about an identifiable individual, and
b) A proposed or pending acquisition of land by the Middlesex-London Board of Health.

After discussion, the FFC made a motion to rise and report that progress was made on the following matters:

- a) An issue dealing with personal matters about an identifiable individual, and
b) A proposed or pending acquisition of land by the Middlesex-London Board of Health.

The next scheduled meeting of the Finance and Facilities Committee is proposed for January 9, 2014 at 9:00 a.m.

Handwritten signature of Christopher Mackie

Christopher Mackie, MD, MHSc, CCFP, FRCPC
Medical Officer of Health

COMMITTEE

MEMBERS PRESENT: Mr. David Bolton
Ms. Denise Brown
Ms. Trish Fulton (Chair)
Mr. Marcel Meyer
Mr. Ian Peer

OTHERS PRESENT: Mr. Wally Adams, Director, Environmental Health and Chronic Disease Prevention
Heather Lokko, Manager, Reproductive Health Team (for Diane Bewick, Director Family Health Services)
Dr. Christopher Mackie, Medical Officer of Health & CEO (Secretary-Treasurer for Board of Health)
Mr. John Millson, Director, Finance and Operations
Ms. Sherri Sanders, Executive Assistant to the Board of Health (Recorder)
Ms. Louise Tyler, Director, Human Resources and Labour Relations
Dr. Bryna Warshawsky, Associate Medical Officer of Health and Director, Oral Health, Communicable Disease and Sexual Health Services

MEDIA OUTLETS: none

At 10:00 a.m., Ms. Trish Fulton, Committee Chair, welcomed everyone to the Finance and Facilities Committee (FFC) meeting.

DISCLOSURES OF CONFLICT(S) OF INTEREST

Chair Fulton inquired if there were any disclosures of conflict of interest to be declared. None were declared.

1. APPROVAL OF [AGENDA](#)

It was moved by Mr. Peer, seconded by Mr. Bolton *that the agenda for the November 28, 2013 Finance and Facilities Committee meeting be accepted as circulated.*

Carried

2. APPROVAL OF MINUTES [November 7, 2013](#)

It was moved by Mr. Meyer, seconded by Mr. Peer *that the minutes from the November 7, 2013 Finance and Facilities Committee meeting be approved.*

Carried

3. BUSINESS ARISING FROM THE MINUTES

None

4. NEW BUSINESS

4.1. & 4.2. CONFIDENTIAL

At 10:05 a.m., it was moved by Mr. Peer, seconded by Mr. Meyer *that the FFC move in camera to discuss an issue dealing with personal matters about an identifiable individual and to discuss a proposed or pending acquisition of land by the Middlesex-London Board of Health.*

Carried

At 11:30 a.m., it was moved by Mr. Bolton, seconded by Mr. Peer *that the FFC rise from in camera and report that progress was made on an issue dealing with personal matters about an identifiable individual and that progress was made on discussing a proposed or pending acquisition of land by the Middlesex-London Board of Health.*

Carried

4.3. 2014 Planning and Budgeting Template ([Report No 020-13](#))

Dr. Mackie and Mr. Millson presented the 2014 Planning and Budgeting Template that staff will be using. Committee members agreed that the template is excellent for staff use; however, it might provide more information than Board members require. Committee members requested that staff prepare examples of completed templates for the December Board meeting.

It was moved by Mr. Peer, seconded by Mr. Bolton *that the Finance & Facilities Committee review and make recommendation to the Board of Health to approve the draft planning and budgeting template as attached as Appendix A to this report (Report No. 020-13C).*

Carried

5. OTHER BUSINESS

Committee members reviewed the Proposed Finance and Facilities Committee Meetings schedule for 2014.

It was moved by Mr. Bolton, seconded by Mr. Meyer *that the proposed 2014 Finance and Facilities Committee meeting schedule be presented to the Board of Health for approval with one change: the January 30th meeting start time be changed from 9:00 a.m. to 10:00 a.m.*

Carried

The next scheduled Finance and Facilities Committee Meeting, upon Board approval – Thursday, January 9, 2014 9:00 a.m. Room 3A, 50 King Street, London

6. ADJOURNMENT

At 11:45 a.m., it was moved by Mr. Peer, seconded by Mr. Meyer *that the meeting be adjourned.*

Carried

TRISH FULTON
Chair

CHRISTOPHER MACKIE
Secretary-Treasurer

TO: Chair and Members of the Board of Health

FROM: Christopher Mackie, Medical Officer of Health

DATE: 2013 December 12

**PROPOSED DATES FOR 2014 BOARD OF HEALTH
AND FINANCE & FACILITIES COMMITTEE MEETINGS**

Recommendations

It is recommended that the Board of Health:

- 1) *Approve the schedule of regular Board of Health meetings for 2014, highlighted in Appendix A of Report No. 131-13 re Proposed Dates for 2014 Board of Health and Finance & Facilities Committee Meetings, and*
- 2) *Approve the schedule of Finance and Facilities Committee meetings for 2014, highlighted in Appendix B of Report No. 131-13.*

Board of Health Meetings

Traditionally, Board meetings have been held the 3rd Thursday of each month with the exception of the December meeting which has been held on the 2nd Thursday. Meetings for the months of July and August have been held on an as needed basis, and may be cancelled at the call of the Chair if not needed. A proposed schedule for regular Board of Health meetings for 2014 is presented in [Appendix A](#).

Finance and Facilities Committee Meetings

On August 1, 2013, the Finance and Facilities Committee of the Board of Health met for the first time. For 2013, this committee usually met on the first Thursday of the month. A proposed meeting schedule for the Finance and Facilities Committee is presented in [Appendix B](#).



Christopher Mackie, MD, MHSc, CCFP, FRCPC
Medical Officer of Health

<p>This report addresses the Ontario Public Health Organizational Standards and the Middlesex-London Board of Health Bylaw #3</p>
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**2014 PROPOSED MIDDLESEX-LONDON BOARD OF HEALTH
MEETING DATES**

DATE OF MEETING

January	16	
February	20	(aIPHa Winter Symposium Feb. 20-21)
March	20	(Week after March Break)
April	24	(Good Friday is April 18)
May	15	
June	19	
July	17	(can be cancelled at the call of Chair)
August	21	(can be cancelled at the call of Chair)
September	18	
October	16	
November	20	
December	11	(Early due to Year End Holidays)

**2014 PROPOSED MIDDLESEX-LONDON BOARD OF HEALTH
FINANCE AND FACILITIES COMMITTEE
MEETING DATES**

Proposed 2014 Dates – all at 9:00 a.m. except Jan. 30th	
Thursday, January 9	
	<i>January 16 proposed BOH meeting</i>
Thursday, January 30	(please note start time 10:00 am)
Wednesday, February 12	(this is a Wednesday)
	<i>February 20 proposed BOH meeting</i>
Thursday, March 6	
	<i>March 20 proposed BOH meeting</i>
Thursday, April 3	
	<i>April 24 proposed BOH meeting</i>
Thursday, May 1	
	<i>May 15 proposed BOH meeting</i>
Thursday, June 5	
	<i>June 19 proposed BOH meeting</i>
Thursday, July 3	<small>(can be cancelled by the call of the Chair)</small>
	<i>July 17 proposed BOH meeting</i>
Thursday, August 7	<small>(can be cancelled by the call of the Chair)</small>
	<i>August 21 proposed BOH meeting</i>
Thursday, September 4	
	<i>September 18 proposed BOH meeting</i>
Thursday, October 2	
	<i>October 16 proposed BOH meeting</i>
Thursday, November 6	
	<i>November 20 proposed BOH meeting</i>
Thursday, December 4	
	<i>December 11 proposed BOH meeting</i>



TO: Chair and Members of the Board of Health

FROM: Christopher Mackie, Medical Officer of Health

DATE: 2013 December 12

BUILDING THE BEST BOARD: A GOVERNANCE COMMITTEE

Recommendation

It is recommended that the Board of Health support the development of a draft Terms of Reference for a Governance Committee to be reviewed at a future meeting.

Key Points

- The Board of Health has specific requirements regarding board member recruitment, orientation, training, and evaluation under the Ontario Public Health Organizational Standards. A Governance Committee could be useful in supporting the Board to comply with these requirements.

Background

Board members will recall receiving [Report No. 113-13](#) “Summary of the Research on Local Boards of Health” at the October 2013 meeting. This report detailed the importance and characteristics of a strong Board of Health, including the importance of (a) adequately orienting new board members, (b) providing ongoing board member training, (c) regularly evaluating board effectiveness, and (d) using subcommittees to enhance board member understanding of the organization and support improved decision-making.

A Development and Evaluation Subcommittee

In addition to being general principles of good governance, the Board of Health has specific requirements under the [Ontario Public Health Organizational Standards](#) regarding board member recruitment (Standard 2.10), board member orientation and training (Standard 4.2), and board self-evaluation (Standard 4.3). In effort to support the Board comply with these requirements, staff recommend the Board of Health develop a **Governance Committee** that would be responsible for:

- Recruiting and nominating suitable Board members,
- Overseeing orientation and training programs for Board members,
- Evaluating the performance of individual members and the Board as a whole,
- Developing and proposing governance policies and changes to the bylaws for consideration by the Board of Health, and
- Ensuring compliance with the related Organizational Standards.

Similar to the Finance and Facilities Committee, a Governance Committee could consist of five voting members from the Board of Health, plus the Secretary-Treasurer as an ex-officio member and support from staff.

Next Steps

Upon endorsement of this recommendation, staff can develop a draft Terms of Reference to be reviewed at a future meeting. At that time, the Board of Health can appoint members of the subcommittee and select a first meeting date.

This report was prepared by Mr. Ross Graham, Manager of Strategic Projects.

A handwritten signature in black ink, appearing to read 'C. Mackie', is positioned above the printed name and title.

Christopher Mackie, MD, MHSc, CCFP, FRCPC
Medical Officer of Health



TO: Chair and Members of the Board of Health

FROM: Christopher Mackie, Medical Officer of Health

DATE: 2013 December 12

A REVIEW OF THE 2003 MANDATORY HEALTH PROGRAMS AND SERVICES GUIDELINES GAP ANALYSIS

Recommendation

It is recommended that the Board of Health receive Report No. 133-13 re A Review of the 2003 Mandatory Health Programs and Services Guidelines Gap Analysis for information.

Key Points

- This report contains historical and contextual information on an analysis conducted by the Board of Health in 2003.
- The analysis was in response to a 2001 provincial survey which determined that the Board of Health was not able to comply with the provincially mandated Mandatory Health Programs and Services Guidelines.

Background

Prior to the [Ontario Public Health Standards \(OPHS\)](#) coming into effect in 2009, the Ministry of Health and Long Term Care (MOHLTC) published Mandatory Health Programs and Services Guidelines (“guidelines”). Similar to the OPHS, the guidelines set out minimum public health program and service requirements for Boards of Health. The guidelines were accompanied by a questionnaire which measured the degree to which Boards of Health were in compliance with the guidelines. The questionnaire identified program or service delivery shortfalls (i.e., failure to comply with section 7 of the [Health Protection and Promotion Act](#) which requires Boards of Health to comply with provincial standards).

In 2003, after receiving the most recent questionnaire results (from 2001), the Board of Health undertook a gap analysis to determine the staff and program resources needed to bring MLHU into full compliance with the guidelines. A summary of the results of the 2001 questionnaire and 2003 gap analysis are presented in this report.

Results of the 2001 Questionnaire

The 2001 questionnaire reported:

- MLHU was 75.6% in compliance with the guidelines, placing it in the bottom performance quartile, and 28th out of the 37 Boards of Health in existence at the time ([see Appendix A](#))
- Middlesex-London spent \$27.86 per capita on public health, as compared to the provincial average of \$33.76
- Middlesex-London ranked 32nd in per capita spending (out of 37)
- MLHU’s budget was increasing by 3%, compared to the provincial average of 10% for Ontario Boards of Health

Results of the 2003 Gap Analysis

The subsequent 2003 gap analysis revealed that MLHU required significant resources in order to comply with the guidelines (see Table 1). This included 38.05 additional full-time staff as well as \$196K in program resources. Together this represented a required investment of \$2.7 million dollars.

Service Area	Full-Time Employees Required to Meet Guidelines		Program Resources
	Year-One	Ongoing	
Communicable Disease & Sexual Health	5.3	4.8	\$10,000
Dental Health	3.0	3.0	\$12,500
Environmental Health & Chronic Disease Prevention	5.55	5.55	\$27,500
Family Health	21.2	19.2	\$146,000
Research, Education, Evaluation and Development	3.0	3.0	-
TOTAL	38.05	35.55	\$196,000

Furthermore, the estimated resources required to be fully compliant with the guidelines did not include related administrative costs such as rent, travel, materials, supplies or increased demand on back office functions (e.g., human resources, information technology, finance, etc.).

Implications

Given that compliance with the guidelines is required under section 7 of the [Health Protection and Promotion Act](#), the 2001 questionnaire results and subsequent gap analysis provided a rationale for the Board of Health (circa 2003) to pursue additional staff and resources. As depicted in the Appendix A, the strategy to hold the municipal contribution to 31% resulted in MLHU being able to meet its service delivery mandate.

Although similar, the OPHS are less specific than the guidelines and therefore the MOHLTC does not currently conduct a similar questionnaire. Work is underway at the provincial level to develop new accountability agreement indicators that would measure more broadly the compliance of each health unit with the OPHS. There is also a health unit risk assessment tool being developed that will help identify how health units are meeting their obligations under the Ontario Public Health Organizational Standards as well as other risks.

This report was prepared by Mr. Ross Graham, Manager of Strategic Projects.



Christopher Mackie, MD, MHSc, CCFP, FRCPC
Medical Officer of Health

Appendix A – Provincial and Municipal Shares of Health Unit Funding





MIDDLESEX-LONDON HEALTH UNIT

REPORT NO. 134-13

TO: Chair and Members of the Board of Health

FROM: Christopher Mackie, Medical Officer of Health

DATE: 2013 December 12

MEDICAL OFFICER OF HEALTH ACTIVITY REPORT – DECEMBER

Recommendation

It is recommended that Report No. 134-13 re Medical Officer of Health Activity Report – December be received for information.

The following report highlights activities of the Medical Officer of Health (MOH) from the November Medical Officer of Health Activity Report to December 2, 2013.

The MOH, Senior Leadership Team and Ross Graham, Manager, Strategic Priorities met to further develop proposals for the program budgeting and marginal analysis (PBMA) process. The finalized list of proposals was presented to the Finance and Facilities Committee for review on November 28.

On November 4, the Medical Officer of Health welcomed fourth year medical student, Mr. Oren Krajden, to the Health Unit for a two week rotation. Oren attended many events including: Well Baby Clinic, Immunization Clinic, School Oral Health Clinic, Travel Immunization Clinic, STI Clinic and a meeting of the Community Emergency Response Volunteers.

The MOH attended two meetings of the Finance and Facilities Committee on November 7 and November 28.

On November 4, the MOH and Patricia Simone, Manager, Emergency Preparedness participated in the City of London Annual Emergency Management Training and Exercise at the Emergency Operations Centre on Boler Road.

The MOH and staff of the Health Unit participated in raising awareness of woman abuse by wearing purple during the month of November and decorating office areas in multiple shades of purple. Funds raised were donated to the Shine the Light Campaign which is organized by the London and Area Woman's Abuse Centre.

On the evening of Saturday November 16, the MOH and Mr. John Millson, Director, Finance and Operations, attended the Middlesex County Warden's Banquet in Mount Brydges.

The MOH attended the Annual Pillar Awards at the Convention Centre on November 19. The Health Communities Partnership Middlesex London was nominated to receive a Pillar Community Innovation Award for collaboration. Several Health Unit staff members are involved in this partnership with several other agencies. The partnership focuses on highlighting the many opportunities for promoting healthy, active living. Congratulations on this nomination.

The MOH attended a conference of the Urban Public Health Network in Winnipeg. This event was attended by Medical Officers of Health and other Senior Leaders from the larger cities across Canada. The purpose of the network is to address public health issues that are common to urban populations and to develop strategies to address these issues.

On November 28, the MOH was the keynote speaker at the Hacking Health event held at the Goodwill Centre on Horton St. This event focused on utilizing technology and innovation to improve patient care.

The Medical Officer of Health and CEO also attended the following teleconferences and events:

- November 7 Meeting with engineers to discuss options for installing a generator at 50 King St. office
- November 25 Meeting with Ms. Amanda Terry regarding a leadership teaching session for Masters in Public Health program at Western University
- November 25 Participated in a teleconference *Finding a Shared Language: Addressing Mental Health and Mental Illness in Health Promotion and Public Health Settings* – hosted by Centre for Addiction and Mental Health (CAMH)
- November 27 Participated in a teleconference with London Health Sciences Centre (LHSC) staff in preparation for the LHSC Board of Directors Development Day on December 3rd
- November 27 Attended a meeting with MLHU staff in Strathroy
- November 28 Along with Ms. Pat Simone, Manager Emergency Preparedness, the MOH attended a meeting with Mr. Dave O'Brien and Ms. Lynn Livingstone from the City of London to discuss Emergency Reception Centres.
- November 29 Visited the London InterCommunity Health Centre to meet with Ms. Michelle Hurtubise, Executive Director and the staff



Christopher Mackie, MD, MHSc, CCFP, FRCPC
Medical Officer of Health

<p>This report addresses Ontario Public Health Organizational Standard 2.9 Reporting relationship of the medical officer of health to the board of health</p>
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