

**Board of Health for  
Peterborough Public Health  
AGENDA  
Board of Health Meeting  
Saturday, January 13, 2018 – 9:00 a.m.  
Dr. J. K. Edwards Board Room, 3<sup>rd</sup> Floor  
Jackson Square, 185 King Street, Peterborough**

**1. Call to Order**

**1.1. Welcome and Opening Statement**

Dr. Rosana Salvaterra, Medical Officer of Health

*We acknowledge that where we meet is the land and territory of the Anishnaabeg [Ah-nish-naw-beg] people. We gather with gratitude to our Mississauga neighbours. We say “meegwetch” to thank them and other Aboriginal peoples for taking care of this land from time immemorial and for sharing this land with those of us who are newcomers. Out of that gratitude, we are called to treat the land, its plants, animals, stories, and its Peoples with honour and respect. We are all Treaty people.*

**1.2. Recognition of Outgoing Board of Health Chair – Mayor Mary Smith**

Dr. Rosana Salvaterra, Medical Officer of Health

**2. Elections and Appointments**

Greg Connolley, Chair, Governance Committee

- [Cover Report](#) (p. 4)
- a. [Board Leadership and Committee Membership Selection Procedure](#) (*web hyperlink*)
- b. [2018 Board of Health Members](#)
- c. [2017 Committee Appointments](#)
- d. [Terms of Reference, First Nations Committee](#) (*web hyperlink*)
- e. [Terms of Reference, Governance Committee](#) (*web hyperlink*)
- f. [Terms of Reference, Stewardship Committee](#) (*web hyperlink*)

**3. Establishment of Date and Time of Regular Meetings**

- [Cover Report](#) (p. 8)

**4. Establishment of Honourarium for 2018**

Greg Connolley, Chair, Governance Committee

- [Cover Report](#) (p. 9)

**5. Confirmation of the Agenda**

**6. Declaration of Pecuniary Interest**

**7. Consent Items to be Considered Separately**

***Board Members:** Please identify which items you wish to consider separately for section 12 and advise the Chair when requested. For your convenience, circle the item(s) using the following list: 12.2 a b c d e f g 12.3 12.4 12.5*

**8. Delegations and Presentations**

**9. Confirmation of the Minutes of the Previous Meeting**

**9.1. December 13, 2017**

- [Cover Report](#) (p. 10)
- a. [Minutes, December 13, 2017](#)

**10. Business Arising From the Minutes**

**11. Staff Reports**

**11.1. Staff Presentation: Ontario Public Health Standards – Organizational Requirements**

Dr. Rosana Salvaterra, Medical Officer of Health

- [Cover Report](#) (p. 19)
- a. [Presentation](#)

**12. Consent Items**

**12.1. Correspondence for Direction (nil)**

**12.2. Correspondence for Information**

- [Cover Report](#) (p. 34)
- a. [Premier Wynne – Child Care Worker Immunization](#) (p. 35)
- b. [County of Peterborough – Expert Panel Report](#) (p. 36)
- c. [Premier Wynne – Rowan’s Law](#) (p. 37)

- d. [alPHa – Provincial Elections](#) (p. 39)
- e. [alPHa – E-newsletter](#) (p. 40)
- f. [Nutritious Food Basket – Sudbury](#) (p. 44)
- g. [OPHS / Funding - Renfrew](#) (p. 46)

**12.3. Staff Report: Guarding Minds at Work Update**

Brittany Cadence, Manager, Communications Services

- [Staff Report](#) (p. 47)

**12.4. Staff Report: Procurement for Dental Clinic Renovation 2018**

Larry Stinson, Director of Operations

- [Staff Report](#) (p. 54)

**12.5. Staff Update: Cannabis Legalization**

Hallie Atter, Manager, Community Health

- [Staff Update](#) (p. 57)

**12.6. Committee Reports (nil)**

**13. New Business**

**14. In Camera to Discuss Confidential Matters (nil)**

**15. Motions for Open Session (nil)**

**16. Date, Time, and Place of the Next Meeting**

Date: February 14, 2018. Location: Dr. J. K. Edwards Board Room, 3<sup>rd</sup> Floor, Jackson Square, 185 King Street, Peterborough

**17. Adjournment**

**ACCESSIBILITY INFORMATION: Peterborough Public Health is committed to providing information in a format that meets your needs. To request this document in an alternate format, please call us at 705-743-1000.**

**To:** All Members  
Board of Health

**From:** Greg Connolley, Chair, Governance Committee

**Subject:** **Elections and Appointments**

**Date:** January 13, 2018

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**Proposed Recommendation regarding Elections:**

Given that the Board follows Robert's Rules of Order for governing the calling of and proceedings of meetings (as per By-Law #3), elections must occur via nomination. Dr. Salvaterra will call for nominations for the position of Chairperson of the Board of Health for 2018. The elected Chairperson will call for nominations for the position of Vice-Chairperson of the Board of Health for 2018.

The Governance Committee polled members to identify interest in leadership positions on the Board of Health for 2018. They met on November 15, 2017 and have made the following recommendation:

*That the Board of Health for Peterborough Public Health consider the following recommendations for leadership positions for the Board of Health for 2018:*

- *Board of Health Chair - Councillor Henry Clarke*
  - *Board of Health Vice-Chair - Councillor Kathryn Wilson*
- 

**Proposed Recommendation regarding Appointments:**

The Governance Committee met last on November 15, 2017 and supported the proposed recommendation. Prior to that meeting, the Committee polled members to identify interest in serving on various Board of Health Committees as per the Board procedure.

Supporting documentation has been included (and linked) where available, please see below. The individual marked with an asterisk is a community volunteer wishing to continue her appointment with the First Nations Committee.

Attachments:

- a. [Board Leadership and Committee Membership Selection Procedure](#) *(web hyperlink)*
- b. [2018 Board of Health Members](#)
- c. [2017 Committee Appointments](#)
- d. [Terms of Reference, First Nations Committee](#) *(web hyperlink)*

- e. [Terms of Reference, Governance Committee](#) (*web hyperlink*)
- f. [Terms of Reference, Stewardship Committee](#) (*web hyperlink*)

*That the Board of Health for Peterborough Public Health appoint Members to its Committees as follows:*

**First Nations Committee**

*Ms. Kerri Davies*

*Deputy Mayor John Fallis*

*Councillor Kathryn Wilson*

*Chief Phyllis Williams*

*Lori Flynn, Executive Director, Nogojiwanong Friendship Centre\**

**Governance Committee**

*Mr. Andy Sharpe*

*Mr. Greg Connolley*

*Councillor Lesley Parnell*

*Mayor Mary Smith*

*Michael Williams*

**Stewardship Committee**

*Councillor Gary Baldwin*

*Ms. Catherine Praamsma*

*Chief Phyllis Williams*

*Mayor Rick Woodcock*

*The Board Chair for 2018 will be an ex-officio member of all Committees.*

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**2018 Board of Health**  
**for Peterborough Public Health**

Councillor Gary Baldwin, City of Peterborough

Councillor Henry Clarke, City of Peterborough

Mr. Gregory Connolley, Provincial Appointee

Ms. Kerri Davies, Provincial Appointee

Deputy Mayor John Fallis, County of Peterborough

Councillor Lesley Parnell, City of Peterborough

Ms. Catherine Praamsma, Provincial Appointee

Mr. Andy Sharpe, Provincial Appointee

Mayor Mary Smith, County of Peterborough

Councillor Kathryn Wilson, Hiawatha First Nation Representative

Mr. Michael Williams, Provincial Appointee

Chief Phyllis Williams, Curve Lake First Nation Representative

Mayor Rick Woodcock, County of Peterborough

## **2017 Appointments to Committees**

The Board Chairperson is an ex-officio member of all committees.

First Nations:                      Lori Flynn (Chair, Community Volunteer)  
   Ms. Kerri Davies  
   Deputy Mayor John Fallis  
   Councillor Kathryn Wilson  
   Chief Phyllis Williams

Governance:                        Mr. Gregory Connolley (Chair)  
   Councillor Gary Baldwin  
   Deputy Mayor John Fallis  
   Mayor Rick Woodcock

Stewardship:                       Councillor Henry Clarke (Chair)  
   Mr. Andy Sharpe  
   Mayor Rick Woodcock

**To:** All Members  
Board of Health

**From:** Dr. Rosana Salvaterra, Medical Officer of Health

**Subject:** **Establishment of Date and Time of Regular Meetings**

**Date:** January 13, 2018

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**Proposed Recommendation:**

That the regular meetings for the Board of Health in 2018 be held on the second Wednesday of each month (excluding July, August and December) starting at 5:30 p.m., or at the call of the Chairperson.

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A listing of the Board of Health meeting dates with locations for 2018 is as follows:

**Location: Dr. J. K. Edwards Board Room, Jackson Square, 185 King Street, Peterborough**

Dates:

January 13

February 14

March 14

May 9

October 10

November 14

**Location: Council Chambers, Township of Cavan Monaghan Municipal Office, 988 County Road 10, Millbrook**

Date: April 11

**Location: Council Chambers, Administration Building, 22 Wiinookeedaa Rd., Curve Lake First Nation**

Date: June 13

**Location: Lower Hall, Administration Building, 123 Paudash St., Hiawatha First Nation**

Date: September 12

NOTE: A December meeting has not been scheduled due to municipal elections.



**To:** All Members  
Board of Health

**From:** Greg Connolley, Chair, Governance Committee

**Subject:** **Establishment of Honourarium for 2018**

**Date:** January 13, 2018

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**Proposed Recommendation:**

*That the Board of Health for Peterborough Public Health defer establishing its honourarium for 2018 until 2017 compensation rates for employees are confirmed and that any subsequent increase then be made to Board members retroactive to January 1, 2018.*

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The Governance Committee met last on November 15, 2017. At that meeting, the Committee supported this direction proposed by staff and recommended that it be brought forward to the Board.

Policy requires the Board to confirm, at its first meeting of the year, which members shall be remunerated for attending meetings and determine the amount of the remuneration. Policy also requires Governance to review the Board honourarium rate at the end of each calendar year and that the Committee considers the increase granted to staff during the current year and to consider the Ontario Consumer Price Index (CPI) increase in making a recommendation.

Peterborough Public Health's OPSEU bargaining unit was given a 3% increase effective April 2017 and will receive a 1% increase in April of 2018. This is a higher amount due to the fact that OPSEU received a lower increase than the other unions in a previous contract, and this adjustment is intended to achieve equity. ONA and CUPE contracts expired in September 2017 and new rates have not yet been negotiated. The CPI rate for Ontario from September 2016 to September 2017 was 1.7%. Since Board policy states, compensation adjustments should be "equal to staff increases or to the Consumer Price Index, whichever is lower," it is proposed that the Board defer the decision regarding Board honorarium adjustments until staff wages are established through negotiations. Since this is anticipated to occur beyond January 1, 2018 it is also recommended that if increased are approved at a later date, they will be made retroactive to January 1, 2018.

**Attachments:**

[2-150 Remuneration of Members](#) *(web hyperlink)*

[2-153 Board Remuneration Review](#) *(web hyperlink)*

**To:** All Members  
Board of Health

**From:** Dr. Rosana Salvaterra, Medical Officer of Health

**Subject:** **Board of Health Minutes – December 13, 2017**

**Date:** January 13, 2018

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**Proposed Recommendation:**

*That the minutes of the meeting held on December 13, 2017, of the Board of Health for Peterborough Public Health, be approved as circulated.*

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**Attachments:**

[Attachment A – Board of Health Minutes, December 13, 2017](#)

**Board of Health for  
Peterborough Public Health  
DRAFT MINUTES  
Board of Health Meeting  
Wednesday, December 13, 2017 – 5:30 p.m.  
Dr. J .K. Edwards Board Room, 3<sup>rd</sup> Floor  
Peterborough Public Health, Jackson Square, 185 King Street**

**In Attendance:**

**Board Members:**

**Councillor Gary Baldwin  
Councillor Henry Clarke  
Mr. Gregory Connolley  
Ms. Kerri Davies  
Deputy Mayor John Fallis  
Councillor Lesley Parnell  
Ms. Catherine Praamsma  
Mr. Andy Sharpe  
Mayor Mary Smith, Chair  
Mr. Michael Williams  
Mayor Rick Woodcock**

**Regrets:**

**Chief Phyllis Williams  
Councillor Kathryn Wilson**

**Staff:**

**Mr. Larry Stinson, Director of Operations  
Ms. Natalie Garnett, Recorder  
Dr. Rosana Salvaterra, Medical Officer of Health  
Ms. Alida Gorizzan, Executive Assistant**

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**1. Call to Order**

Mayor Smith, Chair called the meeting to order at 5:30 p.m.

**1.2 Staff Recognition – Acknowledgement of Years of Service**

Marilyn Mitchell, Registered Nurse and Wendy Freeburn, Executive Assistant were recognized for their contributions and 25 years of service to Peterborough Public Health.

## **2. Confirmation of the Agenda**

### **2.1 Confirmation of the Agenda for December 13, 2017**

MOTION:

*That the agenda be approved as amended.*

Moved: Councillor Parnell

Seconded: Councillor Clarke

Motion carried. (M-2017-109)

## **3. Declaration of Pecuniary Interest**

Councillor Clarke declared an interest in Item 9.1.2e), as his employer is involved in the production of energy drinks.

## **4. Consent Items to be Considered Separately**

MOTION:

*That the following items be passed as part of the Consent Agenda: 9.1.1, 9.1.2a)-d) and f)-h), 9.2.1, 9.2.2, 9.2.3, 9.2.4 and 9.3.1a)-b).*

Moved: Councillor Baldwin

Seconded: Mr. Connolley

Motion carried. (M-2017-110)

MOTION (9.1.1):

*That the Board of Health for Peterborough Public Health:*

*- receive for information, the letter dated November 1, 2017 from Dr. Robert Kyle, Commissioner and Medical Officer of Health, copied to Ontario Boards of Health endorsing a position from the Association of Local Public Health Agencies (ALPHA) regarding implementation of the recommendations of the Rowan's Law Advisory Committee; and,*

*- support their positions and communicate this support to the Premier of Ontario with copies to the Minister of Tourism, Culture and Sport, Minister of Health and Long-Term Care, Minister of Education, Dr. David Williams, Chief Medical Officer of Health, local MPPs, the Association of Local Public Health Agencies, and Ontario Boards of Health.*

Moved: Councillor Baldwin

Seconded: Mr. Connolley

Motion carried. (M-2017-110)

MOTION (9.1.2a)-d) and f)-h)):

That the Board of Health for Peterborough Public Health receive the following for information:

*a. Letter dated November 15, 2017 from Minister Couteau to the Board Chair regarding the Healthy Babies, Healthy Children Program.*

*b. Letter dated November 23, 2017 from the Board Chair to Minister Hoskins regarding the Smoke-Free Ontario Strategy Modernization.*

*c. Letter dated November 29, 2017 from the Board Chair to Sony Perron, Health Canada, regarding the Truth and Reconciliation Commission's Call to Action #89.*

*d. Letter dated November 29, 2017 from the Board Chair to Premier Wynne regarding child care worker immunization.*

*f. News release from the Office of the Auditor General dated December 6, 2017, regarding public health and preventing chronic disease.*

*Correspondence from the Association of Local Public Health Agencies (alPHA):*

*g. E-mail, November 1, 2017 - Summary of Board of Health Section Meeting, November 3, 2017*

*h. E-mail, November 23, 2017 - Municipal Package on Expert Panel on Public Health Report*

Moved: Councillor Baldwin

Seconded: Mr. Connolley

Motion carried. (M-2017-110)

MOTION (9.2.1):

That the Board of Health for Peterborough Public Health approve the amended 2017 provincial share of cost-shared budget for public health programs and services per summary below:

| Programs Funded<br>January 1-<br>December 31, 2017 | 2017 Provincial<br>Share of Budget<br>Request | 2017 Provincial<br>Share of Approved<br>Budget | Comments                  |
|--|---|--|---------------------------|
| Cost-Shared Budget<br>– Provincial Share           | \$5,915,900                                   | \$5,915,900                                    | Approved as<br>submitted. |

Moved: Councillor Baldwin

Seconded: Mr. Connolley

Motion carried. (M-2017-110)

**MOTION (9.2.2):**

That the Board of Health for Peterborough Public Health approve the amended 2017 budgets funded 100% by the Ministry of Health and Long-Term Care, and one-time funding as follows:

| <b>Programs Funded<br/>January 1-<br/>December 31, 2017</b> | <b>Type</b> | <b>2017<br/>Budget<br/>Request</b> | <b>2017<br/>Approved<br/>Budget</b> | <b>Comments</b>  |
|---|-------------|------------------------------------|-------------------------------------|--|
| <b>Healthy Smiles<br/>Ontario</b>                           | 100%        | \$763,100                          | \$763,100                           | Approved as submitted.   |
| <b>Chief Nursing<br/>Officer</b>                            | 100%        | \$126,250                          | \$121,250                           | No increase approved. Overage will be covered through approved cost-shared budget. |
| <b>Infection Prevention<br/>and Control Nurses</b>          | 100%        | \$94,300                           | \$90,100                            | No increase approved. Overage will be covered through approved cost-shared budget. |
| <b>Infectious Diseases<br/>Control</b>                      | 100%        | \$228,345                          | \$222,300                           | No increase approved. See "Financial Implications and Impact" section.             |

**One-Time Funding Approvals – April 1, 2017 to March 31, 2018 – 100% MOHLTC Funded**

| <b>Programs Funded<br/>January 1-<br/>December 31, 2017</b>          | <b>Type</b> | <b>2017<br/>Budget<br/>Request</b> | <b>2017<br/>Approved<br/>Budget</b> | <b>Comments</b>  |
|--|-------------|------------------------------------|-------------------------------------|--|
| <b>Social Determinants<br/>of Health – Public<br/>Health Nurses</b>  | 100%        | \$190,675                          | \$180,500                           | No increase approved. Overage will be covered within program budget due to change in staffing mix. |
| <b>Enhanced Safe<br/>Water</b>                                       | 100%        | \$15,500                           | \$15,500                            | No increase requested  |
| <b>Enhanced Food<br/>Safety - Haines</b>                             | 100%        | \$25,000                           | \$25,000                            | No increase requested.   |
| <b>Needle Exchange</b>   | 100%        | \$60,000                           | \$45,000                            | No increase approved. See "Financial Implications and Impact" section.                             |
| <b>Smoke-Free Ontario</b>  | 100%        | \$388,800                          | \$388,800                           | Approved as submitted.   |
| <b>Electronic Cigarettes<br/>Act: Protection and<br/>Enforcement</b> | 100%        | \$30,500                           | \$29,300                            | No increase approved. Overage will be covered through approved other Smoke-Free Ontario budgets.   |

**One-Time Funding Approvals – April 1, 2017 to March 31, 2018 – 100% MOHLTC Funded**

|   | Type | 2017 Budget Request | 2017 Approved Budget | Comments   |
|---|------|---------------------|----------------------|--|
| <b>Enforcement of Healthy Menu Choices Act</b>        | 100% | \$50,300            | \$12,500             | Request not approved as submitted. Sufficient funding provided to support hiring Public Health Inspector to meet program requirements. |
| <b>Radon Home Testing Promotion</b>                   | 100% | \$10,000            | \$10,000             | Approved as submitted.   |
| <b>AODA Website Compliance</b>                        | 100% | \$26,500            | \$26,500             | Approved as submitted.   |
| <b>Healthy Smiles Ontario: Outreach Program</b>       | 100% | \$15,000            | \$15,000             | See “Financial Implications and Impact” Section.   |
| <b>Public Health Inspector Practicum Program</b>      | 100% | \$30,000            | \$10,000             | Approval for one student.  |
| <b>Needle Exchange Initiative</b>                     | 100% | \$0                 | \$15,000             | See “Financial Implications and Impact” section.   |
| <b>Panorama</b>                                       | 100% | \$0                 | \$75,000             | See “Financial Implications and Impact” section.   |
| <b>Smoke-Free Ontario: Expanded Smoking Cessation</b> | 100% | \$30,000            | \$30,000             | Approved as submitted.   |

Moved: Councillor Baldwin  
 Seconded: Mr. Connolley  
 Motion carried. (M-2017-110)

**MOTION (9.2.3):**

*That the Board of Health for Peterborough Public Health:*

*Receive the staff report, Low Income in Peterborough County and City: A Report on Low Income and its Impact on Health for information; and direct staff to:*

- *distribute the report widely in the community, including incorporating the information into upcoming community presentations which will describe the new Ontario Public Health Standards and the expanded health equity focus of Peterborough Public Health.*

Moved: Councillor Baldwin  
 Seconded: Mr. Connolley  
 Motion carried. (M-2017-110)

**MOTION (9.2.4):**

*That the Board of Health for Peterborough Public Health approve the appointment of Dr. James R. Pfaff, former Associate Medical Officer of Health for the Simcoe Muskoka District Health Unit, as Acting Medical Officer of Health for Peterborough Public Health for the period of January 20 – 28, 2017.*

Moved: Councillor Baldwin

Seconded: Mr. Connolley

Motion carried. (M-2017-110)

**MOTION (9.3.1):**

*That the Board of Health for Peterborough Public Health receive meeting minutes of the Governance Committee from August 17, 2017, for information; and,  
That the Board of Health for Peterborough Public Health approve 2-251 Orientation for Board of Health Members (revised).*

Moved: Councillor Baldwin

Seconded: Mr. Connolley

Motion carried. (M-2017-110)

**5. Delegations and Presentations**

**8. Staff Reports**

**8.1 Staff Presentation: A Local Public Health Perspective on the Ontario Opioid Crisis**

Ms. Deanna VandenBroek, Health Promoter, provided a presentation on “A Local Public Health Perspective on the Ontario Opioid Crisis”.

**MOTION:**

*That the Board of Health for Peterborough Public Health receive the presentation, A Local Public Health Perspective on the Ontario Opioid Crisis, for information.*

Moved: Councillor Clarke

Seconded: Mr. Connolley

Motion carried. (M-2017-111)

**6. Confirmation of the Minutes of the Previous Meeting**

**6.1. November 8, 2017**

**MOTION:**

*That the minutes of the Board of Health for the Peterborough Public Health meeting held on November 8, 2017 be approved as circulated.*



Moved: Mr. Sharpe  
Seconded: Deputy Mayor Fallis  
Motion carried. (M-2017-112)

## **7. Business Arising From the Minutes**

### **7.1. Staff Presentation: Funding of Public Health in Peterborough**

Mr. Stinson, Director of Operations, provided a presentation on the “Funding of Public Health in Peterborough”.

**MOTION:**

*That the Board of Health for Peterborough Public Health receive the presentation on Funding of Public Health in Peterborough; and, Refer the issue to the Stewardship Committee for the development of an action plan for Board consideration.*

Moved: Mayor Woodcock  
Seconded: Deputy Mayor Fallis  
Motion carried. (M-2017-113)

## **8. Staff Reports**

### **8.2 Staff Presentation: Ontario Public Health Standards: Requirements for Programs, Services, and Accountability**

Dr. Salvaterra, Medical Officer of Health, provided a presentation on “Ontario Public Health Standards: Requirements for Programs, Services, and Accountability”.

**MOTION:**

*That the Board of Health for Peterborough Public Health receive the presentation, Ontario Public Health Standards: Requirements for Programs, Services and Accountability, for information.*

Moved: Mr. Connolley  
Seconded: Councillor Clarke  
Motion carried. (M-2017-114)

### **8.3 Staff Report: 2018 Travel Clinic Pilot Program**

**MOTION:**

*That the Board of Health for Peterborough Public Health: Receive the staff report, 2018 Travel Health Clinic Pilot Program, for information; and, Approve the 2018 budget for the Travel Health Clinic Pilot Program in the total amount of \$149,900.*

|                 |                     |
|-----------------|---------------------|
| Moved:          | Ms. Davies          |
| Seconded:       | Deputy Mayor Fallis |
| Motion carried. | (M-2017-115)        |

#### **9. Consent Items**

Due to his previously declared interest, Councillor Clarke did not discuss or vote on this item.

MOTION (9.1.2.e)):

*That the Board of Health for Peterborough Public Health receive the following for information: Letter dated December 1, 2017 from Debbie Thompson, Ministry of Education to the Board Chair, in response to her initial letter dated October 31, 2017 regarding energy drinks.*

|                 |                     |
|-----------------|---------------------|
| Moved:          | Mr. Sharpe          |
| Seconded:       | Deputy Mayor Fallis |
| Motion carried. | (M-2017-116)        |

#### **10. New Business**

#### **11. In Camera to Discuss Confidential Matters**

#### **12. Date, Time, and Place of the Next Meeting**

The next meeting will be held January 13, 2018 in the Dr. J.K. Edwards Board Room, Jackson Square, 185 King Street, Peterborough Public Health, Peterborough, at 9:00 a.m.

#### **13. Adjournment**

MOTION:

*That the meeting be adjourned.*

|                 |                    |
|-----------------|--------------------|
| Moved by:       | Councillor Parnell |
| Seconded by:    | Ms. Praamsma       |
| Motion carried. | (M-2017-117)       |

The meeting was adjourned at 6:56 p.m.

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Chairperson

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Medical Officer of Health

**To:** All Members  
Board of Health

**From:** Dr. Rosana Salvaterra, Medical Officer of Health

**Subject:** **Ontario Public Health Standards – Organizational Requirements**

**Date:** January 13, 2018

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**Proposed Recommendation:**

*That the Board of Health for Peterborough Public Health receive the following for information:*

*Presentation: Ontario Public Health Standards – Organizational Requirements*

*Presenter: Dr. Rosana Salvaterra, Medical Officer of Health*

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**Attachments:**

[Attachment A - Presentation](#)

# Organizational Requirements in the new Ontario Public Health Standards

**Presentation to:** Board of Health  
**Presented by:** Dr. Rosana Salvaterra,  
Medical Officer of Health  
**Date:** January 13, 2018



**Peterborough**

**Public Health**

NOTICE: Proposed recommendations as noted within the posted agenda package may not be indicative of the final decision made by the Board of Health at the meeting. Should a member of the public or media outlet wish to confirm or clarify any Board position following the meeting, please contact the PPH Communications Manager or refer to the meeting summary issued shortly thereafter. Final motions are recorded in posted approved Minutes.

# 2018 is expected to be a ...



**Peterborough**

**Public Health**

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# Public Health Accountability Framework

| The Accountability Framework is composed of four Domains |  |  |  |   |
|--|--|--|--|---|
| Domain   | Delivery of Programs and Services  | Fiduciary Requirements   | Good Governance and Management Practices   | Public Health Practice  |
| <b>Objectives of Domain</b>                              | Boards of health will be held accountable for the delivery of public health programs and services and achieving program outcomes in accordance with ministry published standards, protocols, and guidelines. | Boards of health will be held accountable for using ministry funding efficiently for its intended purpose. | Boards of health will be held accountable for executing good governance practices to ensure effective functioning of boards of health and management of public health units. | Boards of health will be held accountable for achieving a high standard and quality of practice in the delivery of public health programs and services. |

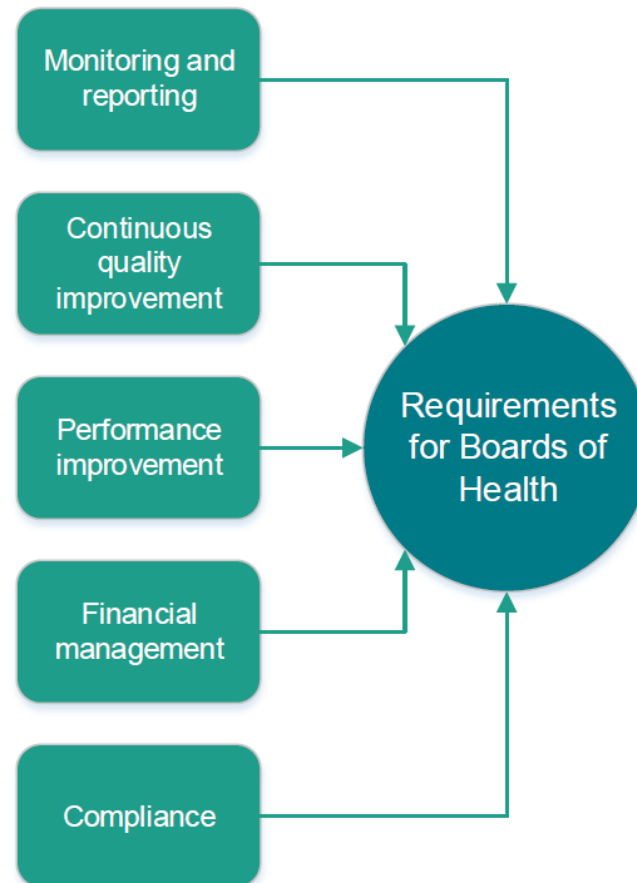


**Peterborough**

**Public Health**

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# Organizational Requirements incorporate one or more of the following functions:



**Peterborough**

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# The Accountability Framework is supported by:

## Accountability Documents

- **Organizational Requirements:** Set out requirements against which boards of health will be held accountable across all four domains.
- **Ministry-Board of Health Accountability Agreement:** Establishes key operational and funding requirements for boards of health.

## Planning Documents

- **Board of Health Strategic Plan:** Sets out the 3 to 5 year local vision, priorities and strategic directions for the board of health.
- **Board of Health Annual Service Plan and Budget Submission:** Outlines how the board of health will operationalize the strategic directions and priorities in its strategic plan in accordance with the Standards.

## Reporting Documents

- **Performance Reports:** Boards of health provide to the ministry regular performance reports (programmatic and financial) on program achievements, finances, and local challenges/issues in meeting outcomes.
- **Annual Report:** Boards of health provide to the ministry a report after year-end on the affairs and operations, including how they are performing on requirements (programmatic and financial), delivering quality public health programs and services, practicing good governance, and complying with various legislative requirements.



Peterborough

Public Health



# Common to all Domains

- annual service plans
- action plans as requested to address performance issues
- “formal risk management framework” in place
- annual reporting
- comply with legal and statutory requirements



Peterborough

Public Health

# Delivery of Programs and Services

## Domain(8)

- Delivery of programs in compliance with the standards and protocols
- Populations health assessments done and reported, identifying priority populations, SDOH, and health inequities
- Describe which interventions and how health inequities will be addressed (Annual Service Plans)
- Disclosure of all inspection results
- Emergency preparedness and 24/7 availability
- Monitoring, reporting and dissemination of trends over time
- Strategic plan (3-5 years) that includes input and reviewed at least q 2 years



Peterborough

Public Health

# Fiduciary Requirements Domain (21)

- Accountability for all funding and expenditures
- Compliance with financial requirements of the HPPA, including remuneration, informing municipalities of financial obligations etc.
- Comply with the Municipal Act, 2001 on procurement of goods and services through an open and competitive process
- Ensure proper financial management and oversight
- Capital asset inventory for all assets over \$5,000 value
- No disposal of asset >\$100,000 without Ministry confirmation
- Capital Funding plan



Peterborough

Public Health

# Good Governance and Management Practices Domain (17)

- First 5 address board membership, function, and conflict of interest
- Must self-evaluate at least q 2 years (#15)
- Comply with Medical Officer of Health appointment requirements
- Ensure that human resources strategy is established, implemented and regularly reviewed
- Engage with LHIN and others on health inequity work
- Engage with Indigenous communities in ways that are meaningful to them
- Required BOH policies (#12) and regular review at least q 2 years
- Client service standards and information system management



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Public Health

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BOH Meeting Agenda

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# BOH must keep itself informed on:

- Delivery of programs and services
- Organizational effectiveness (evaluation, strategic planning)
- Stakeholder relationships and partnership building
- Research and evaluation
- Compliance with all legislation and regulations
- Workforce issues, including MOH and Senior Management recruitment
- Financial management, including procurement policies and practice
- Risk management



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BOH Meeting Agenda

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# Public Health Practice Domain (5)

- Required policies and procedures for research ethics
- Chief Nursing Officer designated
- Systematic process in place to plan and report on activities, health of local populations, health inequities and strategies to decrease HI
- Employ qualified professionals in accordance to new protocol
- Support a culture of excellence by measuring client, community and stakeholder experience and regular review of outcome data, including performance variance and any remediation



Peterborough

Public Health

# Transparency and Demonstrating Impact

## Public Health Indicator Framework for Program Outcomes and Contributions to Population Health Outcomes (draft)



- Describes the indicators that are used to:
  - **Monitor progress** in the delivery of public health programs and services;
  - **Measure achievement** of program outcomes, and;
  - Assess public health's contributions to **population health** outcomes

## Transparency Framework: Disclosure & Reporting Requirements (draft)



- Reflects the ministry commitment to improve transparency and ensure Ontarians have **access to information** that is relevant, timely, useful and accurate and improves their ability to make informed decisions
- To support enhanced transparency in the public sector and promote public confidence in the public health system, boards of health are required to ensure **public access** to pertinent information through **disclosure**

21



**Peterborough**

**Public Health**



# Implementation Supports and Enablers

A number of processes and tools will continue to be developed to enable the implementation of the Standards:

## Surveillance and Monitoring Strategy



- Support planning, implementation, monitoring and evaluation of public health programs and services
- Facilitate efficient utilization of resources and effective, coordinated actions through the identification of common measures and centralized coordination of data access, collection, analysis, and distribution

## Central Repository for Evidence, Best Practices, Tools, and Data



- Assist with analytics required at the provincial, regional and local levels
- Assist boards of health with managing their governance, administration and effective program and service planning
- Assist with demonstrating the value of public health and impact of public health on the overall health and wellness of the population
- Training and Development and Capacity Planning

26

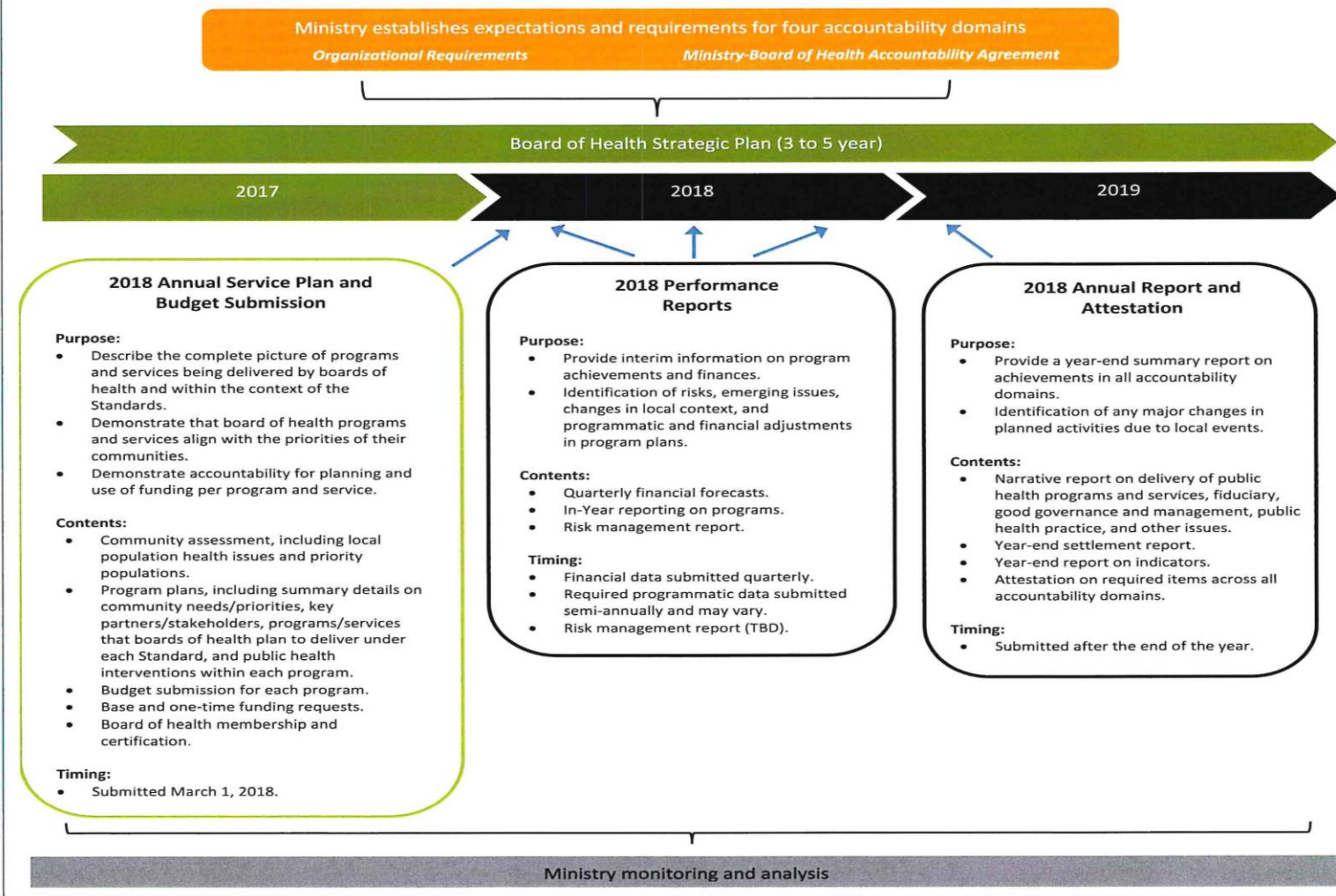


Peterborough

Public Health



# Annual Accountability Reporting Cycle



**Peterborough**

**Public Health**

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BOH Meeting Agenda

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**To:** All Members  
Board of Health

**From:** Dr. Rosana Salvaterra, Medical Officer of Health

**Subject:** Correspondence for Information

**Date:** January 13, 2018

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**Proposed Recommendation:**

That the Board of Health for Peterborough Public Health receive the following for information:

- a. Letter dated December 19, 2017 from Premier Wynne in response to the Board Chair's initial letter dated November 29, 2017 regarding Child Care Worker Immunization.
- b. Letter dated January 2, 2018 from the County of Peterborough to Minister Hoskins regarding the Expert Panel Report.
- c. Letter dated January 9, 2018 from the Board Chair to Premier Wynne regarding Rowan's Law.\*

Correspondence from the Association of Local Public Health Agencies (alPHA):

- d. Email dated December 12, 2017 regarding alPHA 2018 Provincial Election Policy Priorities
- e. E-newsletter dated December 13, 2017

Letters/Resolutions from other Local Public Health Agencies:

Nutritious Food Basket\*

- f. Sudbury and District

Ontario Public Health Standards and Funding

- g. Renfrew

*\*Enclosures available upon request.*

The Premier of Ontario

Legislative Building, Queen's Park  
Toronto, Ontario M7A 1A1



La première ministre de l'Ontario

Édifice de l'Assemblée législative, Queen's Park  
Toronto (Ontario) M7A 1A1

December 19, 2017

RECEIVED

DEC 22 2017

Peterborough Public Health

Her Worship Mary Smith  
Chair, Board of Health  
Peterborough Public Health  
185 King Street  
Jackson Square  
Peterborough, Ontario  
K9J 2R8

Dear *Her Worship* Mayor Smith:

Thank you for your letter providing me with a copy of the Peterborough Board of Health's recommendations on vaccination for child care workers. I appreciate your keeping me informed of the Board's activities.

I note that you have sent a copy of council's resolution to my colleague the Honourable Dr. Eric Hoskins, Minister of Health and Long-Term Care. I trust that the minister will also take the Board's views into consideration.

Thank you again for the information. Please accept my best wishes.

Sincerely,

A handwritten signature in blue ink, reading 'Kathleen Wynne'.

Kathleen Wynne  
Premier

c: The Honourable Dr. Eric Hoskins

RECEIVED  
RECEIVED

JAN 05 2018

JAN 15 2018

Peterborough Public Health  
Peterborough Public Health



January 2, 2018

The Honourable Eric Hoskins  
Ministry of Health and Long-Term Care  
10th Floor, Hepburn Block  
80 Grosvenor Street  
Toronto, Ontario M7A 2C4

Dear Minister Hoskins:

**Re: Minister's Expert Panel Report on Public Health**

At its meeting held the 20<sup>th</sup> day of December, 2017, Peterborough County Council passed the following resolution:

"Be it resolved that County Council supports the City of Kingston's resolution dated November 21, 2017 endorsing the AMO position and requests that the Minister review the criticisms of AMO and alPha (Association of Local Public Health Agencies), and thoroughly addresses them before implementing any recommendations."

Thank you for your consideration on this matter.

Yours truly,

Lynn Fawn, Deputy Clerk  
County of Peterborough  
Email: [lfawn@ptbocounty.ca](mailto:lfawn@ptbocounty.ca)

c: J. Leal, MPP, Peterborough  
L. Scott, MPP, Haliburton-Kawartha Lakes-Brock  
Peterborough Public Health  
Association of Municipalities of Ontario (AMO)  
City of Kingston  
T. Speck, CAO, County of Peterborough

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470 Water Street • Peterborough • Ontario • K9H 3M3

Phone: 705.743.0380 • Toll Free: 1.800.710.9586

NOTICE: Proposed recommendations as noted in the posted agenda package may not be indicative of the final decision made by the Board of Health at the meeting. Should a member of the public or media outlet wish to confirm or clarify any Board position following the meeting, please contact the PH Communications Manager or refer to the meeting summary issued shortly thereafter. Final motions are recorded in posted approved Minutes.

BOH Meeting Agenda  
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January 9, 2018

The Honourable Kathleen Wynne  
Premier of Ontario  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1  
[premier@ontario.ca](mailto:premier@ontario.ca)

**Re: Report of the Rowan's Law Advisory Committee**

Dear Premier Wynne:

At its meeting held on December 13, 2017, the Board of Health for Peterborough Public Health considered correspondence from the Regional Municipality of Durham and the Association of Local Public Health Agencies regarding the above noted matter.

On behalf of the board, I would like to express our gratitude and support for your government's plan to introduce new legislation to protect the health and well-being of our children, youth and amateur sport athletes by improving the prevention, identification and management of concussion injuries.

We were heartened to learn of the introduction of new legislation, entitled Rowan's Law (Concussion Safety), 2017, this past December. Peterborough, as a community, has long been concerned with the harm from concussions. We look forward to seeing this bill passed into law, and agree with your sentiments that it would make Ontario a national leader.

Tasked with the prevention of injuries and the promotion of health, our board notes that your proposed legislation will provide us with the necessary tools to accomplish a number of related activities, as recommended by the Coroner's inquest into the tragic death of Rowan Stringer. By requiring a code of conduct aimed at eliminating the behaviour that contributes to players being injured, your legislation should achieve a reduction in concussion injuries. By ensuring that these injuries, when they occur, are promptly identified, managed and documented, we should see an improvement in outcomes and a reduction in related harms. And by collecting the data in a systematic and comprehensive fashion, we should, as a province, be able to assess and monitor our progress on this important issue.

We look forward to an annual Rowan's Law Day on the last Wednesday of every September to promote concussion awareness and safety.

We also look forward to a future where activity in sports can be made safer through a culture shift that recognizes the primordial need to ensure injuries like concussion are prevented in the first place, and then managed safely when they occur. We want a future where everyone is supported in being as physically fit and active as possible. We are willing to do our part to ensure that happens, and Rowan's Law provides the blue print.

Thank you for your efforts to champion this issue.

Yours in health,

***Original signed by***

Mayor Mary Smith  
Chair, Board of Health

/ag  
Encl.

cc: Hon. Eleanor McMahon, Minister of Tourism, Culture and Sport  
Hon. Dr. Eric Hoskins, Minister of Health and Long-Term Care  
Hon. Mitzie Hunter, Minister of Education  
Dr. David Williams, Chief Medical Officer of Health  
Local MPPs  
The Association of Local Public Health Agencies  
Ontario Boards of Health



**From:** Susan Lee [mailto:susan@alphaweb.org]  
**Sent:** Tuesday, December 12, 2017 2:27 PM  
**To:** All Health Units <AllHealthUnits@lists.alphaweb.org>  
**Subject:** alPha 2018 Provincial Election Policy Priorities

**Please route to:**

**ALL BOARD OF HEALTH MEMBERS**  
**ALL MEMBERS OF HEALTH & SOCIAL SERVICE COMMITTEES**  
\*\*\*\*\*

Last week, alPha released its package of policy priorities and key messages to Ontario's political party leaders, health critics, the Minister of Health and Long-Term Care and Attorney General in anticipation of the 2018 Ontario general election. [Click here](#) to view.

Specific asks were made on the following issues:

- Tobacco endgame
- Oral health for adults
- Universal pharmacare
- Cannabis legalization
- Opioids strategy

In the new year, alPha will be providing health units with templates for each issue that can be customized with their own logo and asking that the customized templates then be distributed widely to local MPPs and electoral candidates in their health unit jurisdiction. So please stay tuned for the customizable templates.

Regards,

Susan

Susan Lee  
Manager, Administrative & Association Services  
Association of Local Public Health Agencies (alPha)  
2 Carlton Street, Suite 1306  
Toronto ON M5B 1J3  
Tel. (416) 595-0006 ext. 25  
Fax. (416) 595-0030  
Please visit us at <http://www.alphaweb.org>

**From:** info@alphaweb.org [mailto:info@alphaweb.org]  
**Sent:** Wednesday, December 13, 2017 4:28 PM  
**To:** Alida Gorizzan <agorizzan@peterboroughpublichealth.ca>  
**Subject:** alPHa Information Break - December 13, 2017



## Information Break



December 13, 2017

*This update is a tool to keep alPHa's members apprised of the latest news in public health including provincial announcements, legislation, alPHa correspondence and events.*

### **alPHa Election Policy Priorities**

In anticipation of the June 2018 provincial election, alPHa's policy priorities were recently sent to Ontario's party leaders, health critics, the Minister of Health & Long-Term Care, and Attorney General. Specific asks were made on the following public health issues: tobacco endgame, oral health, universal pharmacare, cannabis legalization and opioids strategy.

[View alPHa's 2018 election policy priorities here](#)

Next month, alPHa will be asking health units to reach out to their local MPPs and electoral candidates on these issues, and will be providing health units with templates on these priority issues that can be customized with their organization's logo. The goal of this ground level campaign is to influence party policy and platforms



while raising awareness about these important public health issues among all candidates in the coming months.

---

### **Change Management Webinars**

alPHA is working with consultant Glen Paskiw on an upcoming series of webinars focused on Change Management. The webinars are slated to take place from February to April, and will be open to all health unit staff and board of health members interested in understanding, planning and delivering change at the organizational level. Stay tuned for further news about this professional development opportunity.

---

### **Public Health Professional Exchange - Deadline Extended**

Public Health Ontario and alPHA have partnered together on a public health professional exchange pilot project for health unit staff. The pilot will be a chance for public health professionals to increase skills, build networks and learn about approaches used in other organizations. A call for volunteers to participate in either the pilot project or working group was circulated in November. The deadline to respond has now been extended to January 5, 2018.

[Learn more about the Public Health Professional Exchange pilot](#)

---

### **Wrap Up: Boards of Health Section Meeting, Nov. 3**

The alPHA Boards of Health Section held a successful meeting on November 3 in Toronto. Representatives from 20 boards of health heard guest presentations on the recent changes to the *Municipal Act, 2001*; research on collaboration between Public Health Units and Local Health Integration Networks; reflections on the Expert Panel report by the Association of Municipalities of Ontario; and an update from the Chief Medical Officer of Health on Zika virus and the Ontario Opioids Strategy. Closing out the day was an informative workshop on the drivers of and barriers to transformational change (i.e. large-scale change in which the end state is unclear). Many thanks to the attendees and guest speakers who participated. The next scheduled BOH Section meeting is February 23, 2018 (see below).

[View the presentations from the Nov. 3 BOH Section meeting](#) (login and password required)

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## Winter Meetings - Save the Dates!

On February 22, 2018, alPHA will be holding a *Public Health Executive & Administrative Assistants Conference* at the Novotel Toronto Centre hotel in Toronto. The day-long event is open to health unit staff who provide administrative support to MOHs, AMOHs, Boards of Health, and senior public health managers. Planning is underway to bring EAs and AAs an exciting day of educational sessions and networking opportunities. Look for future updates in this space and email announcements.

On February 23, alPHA's two sections--*Boards of Health* and *COMOH*--will be holding full-day member meetings also at the Novotel Toronto Centre hotel. Agendas for these business meetings are currently being drafted, and will be shared with respective members in the new year. Registration information will also be available in January.

---

## alPHA Website Feature: Correspondences

Stay current with alPHA's advocacy efforts by visiting the Correspondences page on our website. The Association recently wrote letters to government on the *2017 Auditor General Report, Public Health Indicators and Transparency Frameworks* consultation document, and *O. Reg. 566 - Qualifications of Boards of Health Staff*, among other items.

[View alPHA's recent correspondences](#)

---

## alPHA Board: Comings and Goings

Since the June annual conference, alPHA welcomed several new members to the current alPHA Board of Directors. They are **Hamida Bhimani**, who replaces **Maureen Cava**, from the Ontario Association of Public Health Nursing Leaders; **Don West**, replacing **Patricia Hewitt**, from the Association of Ontario Public Health Business Administrators; and Hamilton city councillor **Terry Whitehead**, the new Central West board of health representative. A warm welcome to Hamida, Don and Terry, and a sincere thank you to Maureen and Patricia for their valuable contributions to the Board.

---

## TOPHC 2018

Registration is now open for The Ontario Public Health Convention's (TOPHC's) 2018 conference, *Leadership. Partnership. Change*. The event will be held March 21 to 23, 2018 at the Beanfield Centre in Toronto, and focuses on strengthening the public health sector in a transformed health system. As a conference partner, alPHa is pleased to support knowledge exchange and skills building for its members.

[Register for TOPHC 2018](#)

[Learn about the program for TOPHC 2018](#)

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### **Upcoming Events - Mark your calendars!**

**February 22, 2018** - Public Health Administrative and Executive Assistants Conference, Novotel Toronto Centre, 45 The Esplanade, Toronto. Book your accommodations [here](#). Registration news coming in the new year.

**February 23, 2018** - alPHa Winter Meetings (COMOH, BOH Section), Novotel Toronto Centre, 45 The Esplanade, Toronto. Registration required.

**March 21-23, 2018** - Leadership. Partnership. Change. The Ontario Public Health Convention (TOPHC) 2018, Beanfield Centre, Toronto. Register [here](#).

**June 10, 11 & 12, 2018** - alPHa Annual General Meeting & Conference, Novotel Toronto Centre, 45 The Esplanade, Toronto.

alPHa is the provincial association for Ontario's public health units. You are receiving this update because you are a member of a board of health or an employee of a health unit.

This email was sent to [atanna@pcchu.ca](mailto:atanna@pcchu.ca) from the Association of Local Public Health Agencies ([info@alphaweb.org](mailto:info@alphaweb.org)).

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Please note that if you unsubscribe, you will no longer receive notices, important announcements, and correspondence from alPHa.

December 5, 2017

VIA EMAIL

The Honorable Kathleen Wynne  
Premier of Ontario  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1  
Email: [premier@ontario.ca](mailto:premier@ontario.ca)

Dear Premier Wynne:

**Re: Food Insecurity/Nutritious Food Basket Costing**

I am very pleased to write to you on behalf of the Board of Health for the Sudbury & District Health Unit to share our sincere appreciation for two recent provincial policy decisions in support of food security, a serious public health concern. The basic income pilot, which includes a commitment to work with First Nations communities, and the commitment to increase the minimum wage rate are two key policy initiatives that are expected to significantly support food security for Ontarians.

The Board of Health for the Sudbury & District Health Unit has a keen interest in food security. We recently reviewed our 2017 data from the annual Nutritious Food Basket Survey and concurred that to further support food security, additional income policies and standardized approaches to monitoring food costs are needed at both the provincial and federal levels.

At its meeting on November 23, 2017, the Sudbury & District Board of Health carried the following resolution #48-17:

***WHEREAS the Sudbury & District Board of Health has monitored the cost of healthy eating on an annual basis in accordance with the Nutritious Food Basket Protocol and the Population Health Assessment and Surveillance Protocol per the Ontario Public Health Standards 2008; and***

***WHEREAS the draft [Standards for Public Health Programs and Services, 2017](#) do not include the Nutritious Food Basket Protocol which is a concern because food costing data gathered by public health units each year is important for policy and program development; and***

***WHEREAS the Canadian Community Health Survey's Household Food Security Survey Module (HFSSM) is a measure of food security but is not always a mandatory core module; and***

***WHEREAS regular and consistent monitoring of household food insecurity is essential for evidence-informed policy decision making;***

***THEREFORE BE IT RESOLVED that the Sudbury & District Board of Health request that social assistance rates be increased immediately to reflect the cost of the Nutritious Food Basket and local housing costs; and***

***THAT the Sudbury & District Board of Health advocate to the Province to ensure continued consistent local surveillance and monitoring of food costing by public health units through the continuation of a Nutritious Food Basket Protocol and Guidance document; and***

***THAT the Sudbury & District Board of Health advocate to Statistics Canada for the HFSSM to become a core module of the Canadian Community Health Survey; and***

***FURTHER THAT the Sudbury & District Board of Health share this motion and supporting materials with community agencies, boards, municipalities, elected representatives and others as appropriate throughout the SDHU catchment area.***

Thank you for your attention to the important public health matters raised in this motion.

Sincerely,



Penny Sutcliffe, MD, MHSc, FRCPC  
Medical Officer of Health and Chief Executive Officer

Encl.

cc: The Honorable Navdeep Bains, Minister of Innovation, Science and Economic Development  
Ms. Roselle Martino, Assistant Deputy Minister, Population and Public Health Division  
Dr. David Williams, Chief Medical Officer of Health  
Mr. Marc Serré, MP, Nickel Belt  
Mr. Paul Lefebvre, MP, Sudbury  
Ms. Carol Hughes, MP, Algoma-Manitoulin-Kapuskasing  
Mr. Glenn Thibeault, MPP, Sudbury  
Ms. France Gélinas, MPP, Nickel Belt  
Mr. Michael Mantha, MPP, Algoma-Manitoulin  
Dr. P. Sutcliffe, Medical Officer of Health and Chief Executive Officer  
All Ontario Boards of Health  
Constituent Municipalities within the SDHU catchment area  
First Nations within the SDHU catchment area

**From:** Marilyn Halko [<mailto:mhalko@rcdhu.com>]

**Sent:** Friday, December 15, 2017 6:56 AM

**To:** [amopresident@amo.on.ca](mailto:amopresident@amo.on.ca); [susan@alphaweb.org](mailto:susan@alphaweb.org); [karen@alphaweb.org](mailto:karen@alphaweb.org); [Brent.Feeney@ontario.ca](mailto:Brent.Feeney@ontario.ca); Lorraine Johnson <[ljohnson@bchu.org](mailto:ljohnson@bchu.org)>; CHATHAM- KENT <[heather.bakker@chatham-kent.ca](mailto:heather.bakker@chatham-kent.ca)>; Ciabattoni, Angela <[Angela.Ciabattoni@hamilton.ca](mailto:Angela.Ciabattoni@hamilton.ca)>; Helen Tanevski <[helen.tanevski@durham.ca](mailto:helen.tanevski@durham.ca)>; Nicole Desautels <[ndesautels@eohu.ca](mailto:ndesautels@eohu.ca)>; Susan Lee <[susan@alphaweb.org](mailto:susan@alphaweb.org)>; Kim Eitel <[keitel@elginhealth.on.ca](mailto:keitel@elginhealth.on.ca)>; Erin Meneray <[e.meneray@publichealthgreybruce.on.ca](mailto:e.meneray@publichealthgreybruce.on.ca)>; Susan Taylor <[Susan.Taylor@hnhu.org](mailto:Susan.Taylor@hnhu.org)>; Diane Charlton <[diane.charlton@halton.ca](mailto:diane.charlton@halton.ca)>; HAMILTON <[angel.vecchiola@hamilton.ca](mailto:angel.vecchiola@hamilton.ca)>; Jenn Barrett <[jbarrett@hpeph.ca](mailto:jbarrett@hpeph.ca)>; Elizabeth Dickson <[edickson@hkpr.on.ca](mailto:edickson@hkpr.on.ca)>; Angela Sturdy <[asturdy@huroncounty.ca](mailto:asturdy@huroncounty.ca)>; KFL&A <[ckoob@kflapublichealth.ca](mailto:ckoob@kflapublichealth.ca)>; LAMBTON <[Christina.Quek@county-lambton.on.ca](mailto:Christina.Quek@county-lambton.on.ca)>; Heather Bruce <[heather.bruce@healthunit.org](mailto:heather.bruce@healthunit.org)>; Lynn Guy <[lynn.guy@mlhu.on.ca](mailto:lynn.guy@mlhu.on.ca)>; Jane Bonaldo <[jane.bonaldo@niagararegion.ca](mailto:jane.bonaldo@niagararegion.ca)>; NORTH BAY <[Sheri.Beaulieu@nbpsdhu.ca](mailto:Sheri.Beaulieu@nbpsdhu.ca)>; Lindsay Wenaas <[lwenaas@nwhu.on.ca](mailto:lwenaas@nwhu.on.ca)>; OTTAWA <[sharon.wing@ottawa.ca](mailto:sharon.wing@ottawa.ca)>; OXFORD <[kvance@oxfordcounty.ca](mailto:kvance@oxfordcounty.ca)>; PEEL <[dianne.wiegand@peelregion.ca](mailto:dianne.wiegand@peelregion.ca)>; Melissa Rintoul <[mrintoul@pdhu.on.ca](mailto:mrintoul@pdhu.on.ca)>; Alida Gorizzan <[agorizzan@peterboroughpublichealth.ca](mailto:agorizzan@peterboroughpublichealth.ca)>; Maria Cook <[maria.cook@porcupinehu.on.ca](mailto:maria.cook@porcupinehu.on.ca)>; Erica Rice <[erice@rcdhu.com](mailto:erice@rcdhu.com)>; Marlene Klanert <[marlene.klanert@smdhu.org](mailto:marlene.klanert@smdhu.org)>; Rachel Quesnel <[quesnelr@sdhu.com](mailto:quesnelr@sdhu.com)>; Sarah Stevens <[sarah.stevens@tbdhu.com](mailto:sarah.stevens@tbdhu.com)>; TIMISKAMING <[coter@timiskaminghu.com](mailto:coter@timiskaminghu.com)>; TORONTO <[htolvais@toronto.ca](mailto:htolvais@toronto.ca)>; Kathy Proksch <[kproksch@regionofwaterloo.ca](mailto:kproksch@regionofwaterloo.ca)>; Sylvia Muir <[sylvia.muir@wdgpublichealth.ca](mailto:sylvia.muir@wdgpublichealth.ca)>; Lee Anne Damphouse <[ldamphouse@wechu.org](mailto:ldamphouse@wechu.org)>; Paula Ferreira <[paula.ferreira@york.ca](mailto:paula.ferreira@york.ca)>; Christina Luukkonen <[cluukkonen@algomapublichealth.com](mailto:cluukkonen@algomapublichealth.com)>

**Subject:** Renfrew County and District Board of Health's Resolution: #2 SB 2017-Dec-13

**Importance:** High

Good morning,

At a Special Board Meeting held on Wednesday, December 13, 2017, Renfrew County and District Board of Health passed the following resolution:

**Resolution: #2 SB 2017-Dec-13**

A motion by J. M. du Manoir; seconded by W. Matthews; be it resolved that the Board adopt a resolution that any increased obligations arising from the revised Ontario Public Health Standards trigger a commiserate increase in Ministry of Health and Long Term Care funding. Carried

Marilyn

---

Marilyn Halko  
Executive Assistant, Medical Officer of Health  
Renfrew County and District Health Unit  
613 735-8650 Ext. 596  
[mhalko@rcdhu.com](mailto:mhalko@rcdhu.com)

*"Optimal health for all in Renfrew County and District"*



## Update: Guarding Minds at Work

|                                    |  |   |
|------------------------------------|--|---|
| <b>Date:</b>                       | January 13, 2018                                 |   |
| <b>To:</b>                         | Board of Health                                  |   |
| <b>From:</b>                       | Dr. Rosana Salvaterra, Medical Officer of Health |   |
| <b><i>Original approved by</i></b> |  | <b><i>Original approved by</i></b>        |
| Rosana Salvaterra, M.D.            |  | Brittany Cadence, Manager, Communications |

### Proposed Recommendations

That the Board of Health for Peterborough Public Health receive the staff report, *Update: Guarding Minds at Work*, for information.

### Financial Implications and Impact

There are no financial implications from this report.

### Decision History

At its June 10, 2015 meeting, the Board of Health formally adopted the National Standard on Psychological Health and Safety for the organization and endorsed the creation of the Guarding Minds at Work Steering Committee to oversee the implementation of the standard for Peterborough Public Health. An earlier status update was presented to the Board of Health on November 9, 2016.

### Background

Psychological health and safety is about safeguarding the psychological health of employees. A psychologically healthy and safe workplace is one that promotes employees' psychological well-

being and actively works to prevent harm to employee psychological health due to negligent, reckless or intentional acts.

According to [Guarding Minds @ Work](#), **psychological health** comprises our ability to think, feel and behave in a manner that enables us to perform effectively in our work environments, our personal lives, and in society at large. **Psychological safety** is different - it deals with the risk of injury to psychological well-being that an employee might experience. Improving the psychological safety of a work setting involves taking precautions to avert injury or danger to employee psychological health. It is important to note that psychological health problems occur on a *spectrum*, from mild psychological difficulties on one end to severe psychological disorders on the other. The most common psychological health problems in the workplace are anxiety and depression. These conditions account for a large proportion of the negative impacts on employees and employers.

The Guarding Minds at Work (GM@W) Steering Committee continues to make good progress on implementing the National Standard on Psychological Health and Safety since its last update to the Board of Health in November 2016. The committee led a dynamic program of presentations and workshops during the all-staff day on November 29, 2016 which successfully generated a number of ideas from staff to improve psychological health and safety in the workplace. Breakout groups were asked to propose activities that focused on the psychosocial factors needing improvement at PPH based on the results of the June 2016 GM@W survey:

**Areas Needing Improvement, According to the 2016 GM@W Staff Survey:**

| Psychosocial Factor    | Definition   |
|------------------------|--|
| Organizational culture | A work environment characterized by trust, honesty and fairness.   |
| Civility and respect   | A work environment where employees are respectful and considerate in their interactions with one another, as well as with customers, clients and the public. |

These activities helped inform the committee's 2017-2020 Strategic Plan and specifically its 2017 Work Plan. Team building and conflict resolution were identified by staff as two areas of focus that would improve organizational culture and civility and respect. Activities covered both training and support for managers, as well as other initiatives designed to promote stronger relationships among all PPH staff.

For team building, the GM@W Committee provided managers with resources and expectations regarding the creation of team charters. All teams embarked on various team building activities in 2017, with the exception of those groups that were in a state of flux due to operational changes. Team building is now a standing quarterly item on Management Committee meetings so managers can discuss their progress and share what they've learned to support team development across the organization. In 2018, the committee will lead a pan-PPH team building exercise at a future all-staff day to generate more cohesion and camaraderie amongst teams.



The committee expects this will be well received considering the substantial changes and uncertainty PPH staff are experiencing due to broader sectoral issues. Specifically, this includes the recent reorganization of PPH in response to the new modernized Ontario public health standards.

With regard to conflict resolution, the committee worked with a local consultant, Colleen Carruthers, to engage staff in conflict management. First, staff completed a brief assessment tool that helped them learn about their conflict management style. Staff then brought this information to the June 8, 2017 all-staff day where Colleen gave a presentation on conflict styles and how this affects the outcome of a situation. An evaluation of this presentation showed that 92% considered Colleen's workshop good or very good, that 73% intended to use what they learned about conflict styles in their role at work, and 50% would voluntarily participate in further conflict management training. Following this, the committee explored skill-building workshop opportunities and decided on a "train the trainer" model involving 20-30 staff delivered by another local consultant. A briefing note and costing proposal have been submitted to the Executive Committee for their consideration to bring this training to PPH in 2018.

In November 2016, staff also highlighted the need to clarify frontline roles for staff working in the Client Services area on the third floor. This resulted in a comprehensive plan to "Reimagine Customer Service at PPH", which included a more streamlined approach to the visitor reception experience. Much headway was achieved in 2017, including redefining frontline administrative assistant roles for the inspection and immunization programs, and developing a renovation plan to improve the functionality and workspace of the third floor. The renovations are expected to be implemented in 2018.

Other achievements of the GM@W Committee in 2017 include the introduction of a critical incident response policy and procedure, providing managers with access to a webinar series on resolving team conflict, and improving internal communications by posting timely Management meeting highlights and GM@W updates. A total of 19 Management meeting highlights were produced in 2017, and each one received an average of 205 views, while the 12 GM@W updates shared with all staff were viewed an average of 81 times.

In December 2017 the committee finalized its 2018 Work Plan. A major undertaking in June 2018 will be the next bi-annual GM@W all-staff survey which will enable the committee to assess any changes in the 13 psychosocial factors at PPH when compared to the 2016 results. Other upcoming projects include developing a suite of other metrics that will complement the bi-annual GM@W survey to help the committee evaluate the status of psychological health and safety at PPH. In addition, the committee will continue working on the customer service project, conflict management training, improving internal communications, and organizing a team-building activity at an upcoming all-staff day. Other initiatives drawn from staff input to foster greater familiarity amongst staff include explore job shadowing and speed-date lunching.

### **Strategic Direction**

This work achieved to date and future plans to create a safe and supportive workplace helps PPH serve as a role model in implementing the new National Standard on Psychological Health and Safety, as well as fulfill objectives as set out in the Strategic Plan under the *Quality and Performance* strategic direction.

### **Contact:**

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### **Attachments:**

[Attachment A – Guarding Minds at Work Terms of Reference](#)

## Organizational POLICY AND PROCEDURE

|   |                     |  |
|---|---------------------|--|
| <b>Section:</b> Organization                  | <b>Number:</b> 4-38 | <b>Title:</b> Guarding Minds at Work Committee, Terms of Reference |
| <b>Approved by:</b> Medical Officer of Health |                     | <b>Original Approved by Executive Committee</b>                    |
| <b>Signature:</b> _____                       |                     | <b>On (YYYY-MM-DD): 2015-05-19</b>                                 |
| <b>Date (YYYY-MM-DD):</b> 2017-09-01          |                     | <b>Author:</b> Medical Officer of Health                           |
| <b>Reference:</b>                             |                     |  |

**NOTE:** This is a **CONTROLLED** document for internal use only, any document appearing in a paper form should **ALWAYS** be checked against the online version prior to use.

### Goal

To operationalize the Board of Health's commitment to providing a psychologically safe, secure and health promoting work environment for all its employees.

### Purpose

The Board of Health considers the mental health and psychological safety of its employees to be as important as other aspects of health and safety. The organization is committed to nurturing a supportive organizational culture, and building a mentally healthy workplace through appropriate policies, programs and services. A psychologically healthy and safe workplace has been defined in a national standard on [Psychological Health and Safety in the Workplace](#) as a "workplace that promotes workers' psychological well-being and actively works to prevent harm to worker psychological health, including in negligent, reckless or intentional ways". The implementation of a system to support this is not about assessing individual's mental health. It is about considering the impact of workplace processes, policies and interactions on the psychological health and safety of all employees.

### Objectives

To help foster an environment within Peterborough Public Health that encourages and supports individual and workplace health, the Committee will:

1. Survey employees once every 2-3 years and prepare a report;

2. Develop an annual work plan based on the results of the employee survey, ongoing feedback from employees, summary data from the Employee Assistance Program provider, and recommendations made by the Joint Occupational Health and Safety Committee;
3. Evaluate employee satisfaction with committee progress

### Membership

The Guarding Minds at Work Steering Committee will be comprised of PPH employees representing the following organizational perspectives:

- Medical Officer of Health
- Management (Executive and/or Management Committee)
- Human Resource Manager
- Representative from Joint Occupational Health and Safety Committee
- Union Representation
- Health Promoter assigned to Workplace Health
- Two members at large

Expected membership term is two years, however rotation of membership will occur such that continuity on the committee will be assured.

### Chairperson

The Committee is directed by a chairperson who will be chosen from and by the members, annually, unless otherwise agreed by the members.

### Reporting

The Committee will report to the Executive, and the Joint Occupational Health and Safety Committee through direct updates provided by a Committee representative as needed. The Board of Health will be kept informed on an as needed basis.

### Minutes

1. An assigned support staffperson will be responsible for recording the minutes of each meeting.
2. The minutes will be circulated in draft to Committee members for review and/or correction via email within two weeks of the meeting.
3. Once approved by the Committee, the Secretary or Chair must ensure that the minutes are saved electronically to a designated drive accessible to all staff, and issue a notice to staff of their availability.
4. Approved minutes and/or verbal updates by members will be added to the agendas of affiliated committees.

### Frequency of Meetings

Meetings will be held bi-monthly at a minimum or at the call of the Chair.

### Decision Making

The Committee will strive for consensus from those in attendance whenever possible, however, final decisions will be based on the opinion of a majority of members in attendance.

### Terms of Reference

Terms of Reference will be reviewed by the Committee every two years, or more frequently as required.

### Evaluation

The Committee will conduct a self-evaluation semi-annually, or more often as needed.

### Review/Revisions

**On** (YYYY-MM-DD): 2015-05-19

**On** (YYYY-MM-DD): 2017-09-01

**On** (YYYY-MM-DD):

**On** (YYYY-MM-DD):

## Procurement for Dental Clinic Renovation 2018

|                             |  |                                       |
|-----------------------------|--|---------------------------------------|
| <b>Date:</b>                | January 13, 2018                                 |                                       |
| <b>To:</b>                  | Board of Health                                  |                                       |
| <b>From:</b>                | Dr. Rosana Salvaterra, Medical Officer of Health |                                       |
| <b>Original approved by</b> |  | <b>Original approved by</b>           |
| Rosana Salvaterra, M.D.     |  | Larry Stinson, Director of Operations |

### Proposed Recommendations

That the Board of Health for Peterborough Public Health receive the staff report, *Procurement for Dental Clinic Renovation 2018*, for information.

### Financial Implications and Impact

As previously shared with the Board of Health, the relocation of the Community Dental Health Clinic from Peterborough Square to Jackson Square and the existing Peterborough Public Health main office, will provide efficiencies and increased operating funds for the Healthy Smiles Ontario program. The cost of the renovation and relocation is anticipated to fall within the initial budget shared with the Board and Ministry of Health and Long-Term Care, and the funds generated by sale of the mobile dental unit and capital reserves.

### Decision History

In November 2016, the Board of Health approved the decision to sell the mobile dental health clinic (dental bus) to Peel Public Health and use the proceeds for the implementation of a revised dental delivery model, which included the move of the Community Dental Health Clinic from its current location to the first floor of the Peterborough Public Health office at 185 King Street. The Ministry of Health and Long-Term Care approved these plans in late August 2017. The sale of the mobile was completed in late September 2017. The Ministry approval is

conditional on the renovation being compliant with standards set out by the Health Capital Division and that the proceeds of the sale be spent by March 31, 2018.

### **Background**

The proposed changes to the delivery model for the dental health program were based on a fulsome review of the new Healthy Smiles Ontario protocol, an evaluation of the current practices and consultation with the broader field and local stakeholders. The evidence was clear that a change was needed and the proposed outreach model would have significantly more impact on oral health.

As noted in the decision history, the timelines proposed by the Ministry for completion of the renovation and move seemed reasonable when brought forward in June 2017. The delay in the final approval by the Ministry, and completion of the transaction with Peel Public Health, has put those timelines into question. A request was made to the Ministry to extend the timelines, but the changes to that condition of the approval were denied.

Peterborough Public Health's current occupancy is unique among local public health agencies. As part of a commercial condominium, PPH owns units on three floors of a five-story building and shares the balance of the condominium with the original building owner AON. AON is also contracted by the Condominium Corporation to provide property management services.

Since AON built Jackson Square (185 King Street) and has managed the building since its inception; they were the contractor for the renovation to the PPH offices; and they have ready access to qualified staff and sub-contractors, we have utilized their services for smaller renovation projects since taking possession of our condominium units. In each case, including the initial renovation of the PPH offices, we have been satisfied with the timing, quality and cost of the work.

Initial meetings with AON representatives to explore interest in providing a bid on the contract to complete the renovation and move led to the recognition that the completion date is unlikely to be feasible. Estimated timelines for design, preparing construction drawings, receiving approved building permits and construction put completion weeks beyond the March 31, 2018 deadline. Discussions also involved options for the services included in the contract. AON was open to exploring a Design and Build contract, a proposed total fee once design drawings are completed, or a "cost-plus" arrangement. A "cost-plus" contract is based on the contractor coordinating all sub-contracts with open books on quotes (minimum of two per sub-contract) and charging a set fee (percentage or flat fee) for oversight/coordination and profit.

### **Rationale**

Based on the background information shared above, a sole-source contract is proposed with AON was proposed to, and approved by, the Board Chair and Medical Officer of Health on December 15, 2017. A recommendation to: direct staff to negotiate a "cost-plus" contract with

AON for the design, build and relocation of the Community Dental Health Clinic was also approved.

The following rationale was the basis for the recommendations:

- Timelines for completion imposed by the Ministry of Health and Long-Term Care (due to AON's business relationships with suppliers, they are able to more effectively get priority service from sub-contractors; the coordination with the Jackson Square Condominium/Property Manager is streamlined)
- AON's knowledge of the building
- AON's existing relationship with the design lead (Lett Architects, the original designer and architect for the initial renovation)
- Past experience and satisfaction with AON's renovation projects
- AON's willingness to consider a cost-plus or flexible contractual arrangement.

The cost-plus agreement was proposed because it will allow us to fully utilize and leverage the expertise AON can provide at the most reasonable cost. The agreement will be negotiated to recognize the components of the service that are flow-through (where our Project Manager will take the lead) and those that require AON's on-site coordination. This will also provide the effective management and expenditure of the funding available.

### **Strategic Direction**

The strategic direction: Capacity and Infrastructure is supported by this recommendation.

### **Contact:**

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**To:** All Members  
Board of Health

**From:** Dr. Rosana Salvaterra, Medical Officer of Health

**Subject:** **Staff Update: Cannabis Legalization**

**Date:** January 13, 2018

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**Proposed Recommendation:**

*That the Board of Health for Peterborough Public Health receive the staff update, Cannabis Legalization, for information.*

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**Background:**

Over the fall of 2017, both the federal and provincial governments have moved forward with preparations to implement the legalization of cannabis mid-2018.

At the federal level, as of December 31, 2017, Bill C-45 *The Cannabis Act* completed 1st reading in the Senate and Bill C-46 (amendment to the Criminal Code) completed 2nd reading in the Senate. Recently the Prime Minister announced the July deadline of implementation may be extended to later in the summer. The Federal government has announced that seventy-five percent (75%) of tax revenue will go to provinces. It is unknown how portions of this revenue stream may be directed to the Ministry of Health and Long Term-Care for prevention or treatment support or how it may be shared with regional or municipal governments.

A variety of proposed federal regulations are currently under consultation until January 20<sup>th</sup>, 2018. Peterborough Public Health (PPH) is planning to submit a response and has connected with other public health staff to share ideas and plans. Still unknown at this time is whether certain environmental health risks specific to the cultivation and production of cannabis (e.g., use of pest control products, chemical and biological contaminants, household mould and humidity control etc.) will be relevant to our inspection staff. It is also unknown if public health will be involved with inspection of local cannabis related food production facilities. It is anticipated that edible products will be available within a year of legalization.

Provincial legislation passed on December 12<sup>th</sup>, 2017. The details released this fall clarified that recreational cannabis can only be used by adults 19 years of age and older and only in private residences. The legislation will be enforced by police services. As the enforcement will be done by the police, we anticipate minimal staff time to refer callers/complainants to the appropriate enforcement service. Public health however, will be responsible for enforcing legislation related to the use of medical marijuana in public spaces through the Smoke-Free Ontario Act. We are

not anticipating many complaints except, possibly, in the case of multi-unit dwellings, where any use, whether recreational or medicinal has a potential to impact other tenants. Collaboration between landlords, PPH Tobacco Enforcement Officers and possibly the PPH Tobacco Use Prevention Health Promoter may be required. Workplaces is another setting where we expect a need for support, either in resource development or in support to local employer networks. Finally, as there will be considerable media attention, we do need to develop a communication plan in order to respond to media requests.

The Ontario Cannabis Retail Corporation has been established and the government plans is to have 40 stores open for the 2018 deadline. The number of stores is projected to increase to 80 in 2019 and 150 by 2020. Peterborough has been chosen to have one of the first 40 stores. While the specific site has not been determined, both regional school boards have met with the City of Peterborough to advocate that the site is not close to schools. There have been conversations between city and public health staff on criteria for siting. The City of Peterborough has also consulted with PPH in preparation to bring their Cannabis Report to council on January 15<sup>th</sup>.

To support the education sector, the Ministry of Education is planning to provide resources that are linked to the Ontario curriculum, mental health supports, and the government's approach to well-being. Additionally, the ministry will continue to engage education and community stakeholders throughout the spring 2018 to obtain input in the design of additional supports/resources that the education sector requires to prevent and/or delay cannabis use among youth, promote healthy decision-making, and student safety. This input will inform the development and/or adaptation of evidence-based materials throughout 2018 to promote education and awareness among students, parents and the broader education sector both in advance and post cannabis legalization. Our local public health agency has connected with our local school boards regarding the above activities; however, we have not been engaged to date.

The Assembly of First Nations has struck a committee led by Ontario Regional Chief Isadore Day and Quebec Regional Chief Ghislain Picard to ensure that First Nations have the support they need to adapt to legalization of cannabis and to document concerns around the health, social, and economic issues. PPH has reached out to both our First Nation communities to start to share information. A presentation to Curve Lake First Nation Health and Family Services Committee and staff is scheduled for February 15<sup>th</sup>.

#### Current PPH Activities

1. We have initiated a communication plan that will build on any of the provincial or federal awareness campaigns. The plan also includes assessment of information needs of community partners, including health care professionals and educators. We anticipate continued media interest so we will have to continue to allocate for both communication and health promoter staff time to respond to media requests.

2. PPH is developing a plan to regularly monitor cannabis-related data. PPH has supported the Peterborough Drug Strategy's grant application to purchase Rapid Risk Factor Surveillance System (RRFSS) modules, which would enable a collection of local data relating to the needs and concerns of local partners. Based on the success of this application, we will determine the need to purchase oversampling of other products such as the Canadian Student Tobacco, Alcohol and Drug Survey.

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