



# **BOARD OF HEALTH MEETING**

**Wednesday, February 7, 2024**

**9:30 a.m. – 11:30 a.m.**

**In-Person**

To ensure a quorum we ask that you please  
RSVP to  
[clovell@hpeph.ca](mailto:clovell@hpeph.ca) or 613-966-5500, Ext 231

# Hastings Prince Edward Public Health 2019 - 2023 Strategic Plan

## Our Vision

**Healthy Communities,  
Healthy People.**

## Our Mission

**Together with our communities,  
we help people become as  
healthy as they can be.**

## Our Values Show We CARE



**Collaboration**



**Advocacy**



**Respect**



**Excellence**

## Our Strategic Priorities



**Community  
Engagement**



**Staff  
Engagement  
and Culture**



**Population Health  
Assessment and  
Surveillance**



**Program  
Standards**



**Health  
Promotion**



# BOARD OF HEALTH MEETING AGENDA

Wednesday, February 7, 2024

9:30 to 11:30 a.m.

**In-Person Meeting**

**1. CALL TO ORDER**

**2. LAND ACKNOWLEDGMENT** (Dr. Toumishey to speak full version)

*Hastings Prince Edward Public Health is situated and provides services on the traditional territory of the Anishinaabe, Huron-Wendat and Haudenosaunee people.*

**3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

**4. ELECTION OF THE CHAIR AND VICE CHAIR**

**5. APPOINTMENT OF COMMITTEE MEMBERS AND CHAIRS**

**6. APPROVAL OF THE AGENDA**

**7. APPROVAL OF THE MINUTES OF THE PREVIOUS BOARD MEETING**

7.1 Meeting Minutes of Wednesday, December 6, 2023

[Schedule 7.1](#)

**8. BUSINESS ARISING FROM THE MINUTES**

**9. DEPUTATIONS** - None

**10. COMMITTEE REPORTS**

10.1 Voluntary Merger Committee

[Schedule 10.1](#)

**11. REPORT OF THE MEDICAL OFFICER OF HEALTH**

[Schedule 11.0](#)

**12. STAFF REPORTS** - None

**13. CORRESPONDENCE AND COMMUNICATIONS** - None

**14. NEW BUSINESS**

14.1 By-Law 2024-01 – Annual Borrowing By-Law

[Schedule 14.1](#)

14.2 2024 Health & Safety Policy Statement

[Schedule 14.2](#)

14.3 2024 Workplace Violence, Harassment & Abuse Policy Statement

[Schedule 14.3](#)

14.4 2023 Occupational Health & Safety Report

[Schedule 14.4](#)

14.5 2023 AODA Report

[Schedule 14.5](#)

**15. INFORMATION ITEMS** (Available for viewing online at [hpePublicHealth.ca](http://hpePublicHealth.ca))

[Schedule 15.0](#)

**16. DATE OF NEXT MEETING** – Wednesday, March 6, 2024 at 9:30 a.m.

17. **SPECIAL MEEETING** – Wednesday, March 27, 2024 at 11:00 a.m.  
This will be an in-camera session only.

18. **ADJOURNMENT**



## **BOARD OF HEALTH MEETING MINUTES**

Wednesday, December 6, 2023

Hastings Prince Edward Public Health (HPEPH)

**Present:** Ms. Jan O'Neill, Mayor, Municipality of Marmora & Lake, County of Hastings, Chair  
Dr. Jeffrey Allin, Provincial Representative  
Mr. Sean Kelly, Councillor, City of Belleville  
Mr. Michael Kotsovos, Councillor, City of Quinte West, Vice Chair  
Mr. Bill Roberts, Councillor, Prince Edward County  
Mr. Garnet Thompson, Councillor, City of Belleville

**Regrets:** Ms. Kimberly Carson, Mayor, Limerick Township, Hastings County  
Dr. Craig Ervine, Provincial Representative  
Mr. David McCue, Councillor, City of Quinte West  
Mr. Phil St. Jean, Councillor, Prince Edward County

**Also Present:** Dr. Ethan Toumishey, Medical Officer of Health and CEO  
Mr. David Johnston, Director of Corporate Services  
Ms. Nancy McGeachy, Director of Clinical Programs  
Ms. Shelly Brown, Director of Community Programs  
Ms. Catherine Lovell, Executive Assistant

### **1. CALL TO ORDER**

Chair O'Neill called the meeting to order at 9:30 a.m.

The Chair welcomed Councillor Bill Roberts from Prince Edward County as this was his first Board of Health meeting.

### **2. LAND ACKNOWLEDGMENT** - Spoken by Chair O'Neill.

### **3. DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

None

### **4. APPROVAL OF THE AGENDA**

THAT the agenda for the Board of Health (Board) meeting on Wednesday, December 6, 2023 be approved as circulated.

#### **MOTION:**

Moved by: Garnet

Seconded by: Bill

CARRIED

**5. CLOSED SESSION (@ 9:35 am)**

THAT the Board convene in closed session for the purpose of a discussion as it relates to Section 239 (2) of the Municipal Act, and more specifically,

- (d) *labour relations or employee negotiations; and*
- (i) *a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons or organization.*

**MOTION:**

Moved by: Sean  
Seconded by: Michael

CARRIED

**6. MOTIONS ARISING FROM CLOSED SESSION**

THAT the Board endorse the actions approved in the Closed Session and direct staff to take appropriate action.

**MOTION:**

Moved by: Garnet  
Seconded by: Michael  
CARRIED

Moved back into open session at 10:17 a.m.

**7. APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING – October 4, 2023**

THAT the minutes of the regular meeting of the Board held on October 4, 2023 be approved as circulated.

**MOTION:**

Moved by: Sean  
Seconded by: Garnet  
CARRIED

**8. BUSINESS ARISING FROM MINUTES – None****9. DEPUTATIONS – None****10. COMMITTEE REPORTS – Finance Committee – Councillor Thompson**

- 10.1.1 January to October Revenues and Expenses
- 10.1.2 2024 Budget Approval

THAT the Finance report be received and approved as circulated.

**MOTION:**

Moved by: Sean

Seconded by: Jeff

CARRIED

THAT the Board approve the 2024 budget as circulated.

**MOTION:**

Moved by: Garnet

Seconded by: Sean

CARRIED

**10. COMMITTEE REPORTS – Governance Committee – Councillor Kelly**

**10.2.1 Risk Management Report**

THAT the Risk Management Report for the period October 2022 to October 2023 be received and approved as circulated.

**MOTION:**

Moved by: Jeff

Seconded by: Garnet

CARRIED

**11. REPORT OF THE MEDICAL OFFICER OF HEALTH**

THAT the report of the Medical Officer of Health be received as circulated.

**MOTION**

Moved by: Bill

Seconded by: Sean

CARRIED

- ♦ Dr. Toumishey reviewed and discussed the contents of the briefing note with some discussion and finally a wish to everyone for a happy and healthy holiday season.
- ♦ There was a question about radon test kits and where to purchase them. These are available at hardware stores and are put up in the home for a number of months. It was also noted that the age of the building does not necessarily play a part in how much radon is seeping into the home.
- ♦ Regarding drug poisonings, the City of Belleville has a program called Welcoming Streets. Councillor Kelly wondered if this was a program that HPEPH would endorse and/or work with. Dr. Toumishey noted that he would look into this and bring it back to the Board. Dr. Allin questioned why we don't treat messaging to the public around drug use the same as is done with smoking - "Just don't do it." The preferred messaging is around being understanding and compassionate.

## 12. STAFF REPORTS

### 12.1 *Enforcement Report (January to June 2023)*

THAT the Board approve receipt of the Enforcement Report as circulated.

#### **MOTION**

Moved by: Jeff

Seconded by: Garnet

CARRIED

- ♦ There were no questions or discussion around this report.

## 13. CORRESPONDENCE AND COMMUNICATIONS - None

## 14. NEW BUSINESS

### 14.1 **Strengthening Public Health – Voluntary Mergers – Dr. Ethan Toumishey**

THAT the Board of Health endorse, in principle, further investigation of the feasibility of a potential voluntary merger between Hastings Prince Edward Public Health; Kingston, Frontenac, Lennox & Addington Public Health (KFLAPH), Leeds, Grenville and Lanark District Health Unit (LGLDHU); and

THAT a Merger Committee be created, comprised of the Board Chair (Jan O'Neill), the Medical Officer of Health as a non-voting member (Dr. Toumishey), a provincial representative (Dr. Jeffrey Allin) and another Board member (Councillor Sean Kelly); and

THAT the Merger Committee investigate potential voluntary mergers, work with other Boards of Health, and report back to the HPE Board of Health with recommendations.

#### **MOTION**

Moved by: Garnet

Seconded by: Michael

CARRIED

After some discussion Chair O'Neill called for a recorded vote on the above motions, the results of which are as follows:

Jeffrey Allin	Yes	Sean Kelly	Yes
Michael Kotsovos	Yes	Jan O'Neill	Yes
Bill Roberts	Yes	Garnet Thompson	Yes

The vote was unanimously in favour of investigating the feasibility of working with KFLAPH and LGLDHU and then taking on next steps.



**14.2 2024 Proposed Board of Health Meeting Schedule**

THAT the Board approve the 2024 meeting schedule as circulated.

**MOTION:**

Moved by: Sean  
Seconded by: Garnet  
CARRIED

**14.3 Merger Information Sheet Request**

Councillor Kelly requested an Information Sheet be created and distributed to members of the Merger Committee detailing the partnerships, shared services, etc. that HPEPH has with KFLAPH and LGLDHU as well as programs, challenges and anything that will help in discussions and decision-making.

**15. INFORMATION ITEMS**

THAT the Board of Health receive the information items as circulated.

**MOTION**

Moved by: Sean  
Seconded by: Jeff  
CARRIED

Chair O'Neill drew the Board's attention to the information items listed within the agenda and found on the [Public Health website](#).

**16. DATE OF NEXT MEETING – Wednesday, February 7, 2024 at 9:30 a.m.****17. ADJOURNMENT**

THAT this meeting of the Board be adjourned at 11:00 a.m.

**MOTION:**

Moved by: Garnet  
Seconded by: Sean  
CARRIED

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Jan O'Neill, Board Chair  
Hastings Prince Edward Board of Health

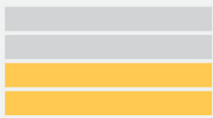



## Board of Health Briefing Note

<b>To:</b>	Hastings Prince Edward Board of Health
<b>Prepared by:</b>	Dr. Ethan Toumishey, Medical Officer of Health and CEO
<b>Date:</b>	Wednesday, February 7, 2024
<b>Subject:</b>	<b>Tri-Board Merger Committee Update</b>
<b>Nature of Board Engagement</b>	<input checked="" type="checkbox"/> <b>For Information</b> <input type="checkbox"/> Strategic Discussion <input checked="" type="checkbox"/> <b>Board approval and motion required</b> <input type="checkbox"/> Compliance with Accountability Framework <input type="checkbox"/> Compliance with Program Standards
<b>Action Required:</b>	<p>Motion required.</p> <p><b>MOTION:</b></p> <p>THAT the Board of Health appoint Michael Kostovos, Vice Chair to the Voluntary Merger Committee.</p>
<b>Background:</b>	<ol style="list-style-type: none"> <li>1. The Committee met on December 21, 2023 and January 12, 2024</li> <li>2. The role and function of the committee and its relation to the work of individual Boards of Health. This has been captured in the attached Terms of Reference document, which was adopted at the meeting held on January 12, 2024.</li> <li>3. The committee has reviewed the projected budget for the feasibility assessment and the business case development. The three agencies jointly submitted a one-time funding request to the Ministry for conducting this pre-decision work.</li> <li>4. The committee has endorsed using the data collection tool developed by Kelly Pender as well as contracting Sense and Nous to complete the feasibility assessment and to assist in development of the business case for the Ministry.</li> <li>5. The committee discussed the distinction between governance and operational aspects in the business case submission. It was agreed upon that the committee would handle governance elements, while operational considerations would be overseen by the Medical Officers of Health.</li> <li>6. The committee discussed the importance of communicating to partners, including but not limited to municipalities. A decision was made to strike a Communications Sub Committee that includes Sean Kelly, Toni Surko and Nathan Townend working with three Medical Officers of Health. This sub committee will be tasked with preparing joint communications and public messaging following subsequent to committee meetings.</li> <li>7. The timelines for the voluntary merger process were discussed:             <ul style="list-style-type: none"> <li>♦ April 2, 2024: Business case submission to the Ministry, which will need to be endorsed separately by all three Boards of Health by late March.</li> <li>♦ The business case must provide accurate cost estimates, or alternatively, a built-in mechanism to be able to revise estimates as needed.</li> <li>♦ Summer 2024: The Ministry's response to the business case. As with the response to the Annual Service Plan and Budget Submission, it could occur anytime between early to late summer.</li> </ul> </li> </ol>

- ♦ This process may potentially involve changes to applicable legislation and regulations.
  - ♦ Municipalities will require the 2025 budget information likely by November 2024. As this is prior to the new entity, each agency will submit their own budget report. The first joint budget will likely be in 2026.
  - ♦ January 1, 2025: New entity would start with a three-year transitional period for full harmonization.
8. The committee reviewed data on obligated municipal populations and contributions to the board and compared current proportions within each of the boards as well as the future merged public health entity. Discussion ensued on the approach to municipal funding and their impact on the funding of the future merged public health entity.
  9. Councillor Townend presented a draft governance model for the future merged public health entity. Discussion ensued. Councillor Townend will adjust the governance structure diagrams to reflect this discussion. Updated governance model will be presented at the next committee meeting for review and further discussion before making recommendations to the respective boards.
  10. The committee has brainstormed potential options for names of the new public health entity. Discussion ensued. The committee will resume this discussion at the next meeting prior to making recommendations to the respective boards.
  11. Dates and locations of future meetings of the committee have been set as follows:

Location	Date	Time
LGL: Brockville Office, 458 Laurier Blvd.	Thursday, February 1	10:00 a.m. to 3:00 p.m.
HPE: Belleville Office, 179 North Park St.	Tuesday, February 13	10:00 a.m. to 3:00 p.m.
KFLA: Kingston Office, 221 Portsmouth Ave.	Monday, March 4	10:00 a.m. to 3:00 p.m.
LGL: Brockville Office, 458 Laurier Blvd.	Monday, March 18	10:00 a.m. to 3:00 p.m.

## Board of Health Briefing Note

<b>To:</b>	Hastings Prince Edward Board of Health																						
<b>Prepared by:</b>	Dr. Ethan Tournishey, Medical Officer of Health and CEO																						
<b>Date:</b>	Wednesday, February 7, 2024																						
<b>Subject:</b>	<b>Report of the Medical Officer of Health</b>																						
<b>Nature of Board Engagement</b>	<input checked="" type="checkbox"/> <b>For Information</b> <input type="checkbox"/> Strategic Discussion <input type="checkbox"/> Board approval and motion required <input type="checkbox"/> Compliance with Accountability Framework <input type="checkbox"/> Compliance with Program Standards																						
<b>Action Required:</b>	No action required																						
<b>Respiratory Virus Update</b>	<p>For January 14 to 20, 2024</p> <p>These images provide a high-level assessment of respiratory virus activity in Ontario.</p> <div> <div> <p><b>COVID-19</b></p> <p>Percent positivity: <b>Moderate</b></p>  <p>Weekly indicator change: <b>Lower</b></p>  <p>Percent positivity:   <span style="color: green;">■</span> &lt;10.0% <span style="color: yellow;">■</span> 10.0% - 16.9% <span style="color: orange;">■</span> 17.0% - 24.9% <span style="color: red;">■</span> ≥25.0%           </p> </div> <div> <p><b>Influenza</b></p> <p>Percent positivity: <b>Low</b></p>  <p>Weekly indicator change: <b>Similar</b></p>  <p>Percent positivity:   <span style="color: green;">■</span> &lt;10.0% <span style="color: yellow;">■</span> 10.0% - 24.9% <span style="color: orange;">■</span> 25.0% - 39.9% <span style="color: red;">■</span> ≥40.0%           </p> </div> </div> <table border="1"> <thead> <tr> <th colspan="2">Respiratory virus activity</th></tr> <tr> <th>Virus</th><th>Percent positivity (%)</th></tr> </thead> <tbody> <tr><td>Adenovirus</td><td>0.6%</td></tr> <tr><td>COVID-19</td><td>13.9%</td></tr> <tr><td>Enterovirus/Rhinovirus</td><td>3.2%</td></tr> <tr><td>Human metapneumovirus</td><td>1.2%</td></tr> <tr><td>Influenza A</td><td>8.7%</td></tr> <tr><td>Influenza B</td><td>0.5%</td></tr> <tr><td>Parainfluenza (all types)</td><td>1.2%</td></tr> <tr><td>Respiratory syncytial virus</td><td>3.0%</td></tr> <tr><td>Seasonal human coronavirus</td><td>3.8%</td></tr> </tbody> </table> <ul style="list-style-type: none"> <li>While the incidence of respiratory illnesses is waning, I urge all residents to continue to take steps to protect themselves and others by:             <ul style="list-style-type: none"> <li>Staying up-to-date with your immunizations: COVID-19, influenza, and Respiratory Syncytial Virus (RSV) if you are eligible.</li> </ul> </li> </ul>	Respiratory virus activity		Virus	Percent positivity (%)	Adenovirus	0.6%	COVID-19	13.9%	Enterovirus/Rhinovirus	3.2%	Human metapneumovirus	1.2%	Influenza A	8.7%	Influenza B	0.5%	Parainfluenza (all types)	1.2%	Respiratory syncytial virus	3.0%	Seasonal human coronavirus	3.8%
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	<ul style="list-style-type: none"> <li>○ Staying home when you are sick, and keeping your children home if they are sick.</li> <li>○ Wearing a mask in crowded indoor spaces, and when recovering from illness. If you are recovering from illness, it is especially important to wear a mask for 10 days after your symptoms started.</li> <li>○ Washing your hands often and cleaning high touch surfaces regularly. This is especially important to prevent the spread of influenza and RSV, both of which are easily spread on high touch surfaces.</li> </ul>
<b>Well-baby Checkups</b>	<ul style="list-style-type: none"> <li>● I am pleased to share that Hastings Prince Edward Public Health (HPEPH), in collaboration with a local midwife, is hosting a new clinic which is providing well-baby checkups for infants in our community who do not have a primary care provider.</li> <li>● The well-baby clinic was identified as an urgent need within our community as health care agencies previously providing well-baby checkups to unattached infants were suddenly no longer available.</li> <li>● Public Health Nurses (PHNs) within the Healthy Families program, under the direction of Manager Michelle Yoksimovich, have been able to pivot quickly to address this gap and through the support and collaboration with local Registered Midwife, Sarah Murtha, we are excited to offer this service within our community.</li> <li>● Each week the clinic will have the capacity to see approximately eight newborns and their parent(s). <ul style="list-style-type: none"> <li>○ The infants will continue to be seen at Quinte Health for their 72-hour well-baby checkup, at which point consent will be obtained for further well-baby checkups at HPEPH.</li> <li>○ Upon receipt of a referral from Quinte Health, infants will be scheduled to see the midwife and a PHN for their two-week, four-week and six-week well-baby checkup.</li> <li>○ On the day of the clinic, the PHN meets with the infant and their parent(s) first, to assess weight, review infant feeding and to provide health teaching and breastfeeding support as needed.</li> <li>○ The midwife will see the client following the meeting with the PHN to complete the physical examination of the infant and to address any concerns identified and referrals needed.</li> </ul> </li> <li>● The clinic began receiving referrals from Quinte Health as of January 12 and had their first full clinic day on January 19, seeing eight infants.</li> <li>● Follow up well-baby checkups have been booked for all referrals received to date, well into March.</li> <li>● The Healthy Babies Healthy Children (HBHC) PHNs have also identified unattached infants on their caseloads who were born prior to the clinic go-live date - these parents have been contacted and also scheduled for their next appropriate well-baby check up (2, 4, or 6</li> </ul>

	<p>week), based on the infant's age at the time of contact. The response from these families has been overwhelmingly positive and met with a great deal of emotion as many of these infants had not been seen beyond the 72 hour well-baby checkup provided by Quinte Health.</p> <ul style="list-style-type: none"> <li>• While the well-baby clinic at HPEPH is addressing a much-needed service and significant gap within our community, we recognize that this clinic alone is not enough to support the numerous unattached infants within our community. For this reason, Michelle Yoksimovich, Healthy Families program manager will continue to work with community partners and to advocate for a long-term, sustainable solution for these families.</li> </ul>
<b>School Immunizations</b>	<ul style="list-style-type: none"> <li>• The <u>Immunization of School Pupils Act</u> (ISPA) requires students provide proof of immunization, or a valid exemption, to public health.</li> <li>• Vaccines prevent diseases, save lives and reduce health care costs.</li> <li>• After reviewing the immunization records for local schools, HPEPH sent <i>Proof of Immunization Required</i> letters to 4,900 students with incomplete records.</li> <li>• Students with incomplete immunization records or without a valid exemption will be suspended on April 9, 2024. <ul style="list-style-type: none"> <li>◦ Parents/guardians have until February 19, 2024 to submit their updated records to HPEPH to avoid suspension.</li> </ul> </li> <li>• The letter instructs parents/guardians to contact their health care provider for immunization records, or possible appointment for immunization.</li> <li>• Information on how to book an appointment with Public Health is available on the website at <a href="https://hpePublicHealth.ca/clinic/immunization-clinic/">hpePublicHealth.ca/clinic/immunization-clinic/</a> or by calling 613-966-5500, ext. 221.</li> <li>• Additional information about maintenance and review of student records under ISPA is available at <a href="https://hpePublicHealth.ca/immunizations-in-schools/">hpePublicHealth.ca/immunizations-in-schools/</a></li> <li>• I want to take this opportunity to thank our health care partners for their commitment to ensuring Hastings and Prince Edward Counties students are up-to-date with their immunizations, and to thank the families in our community for updating their students' immunizations/records.</li> </ul>

## Board of Health Briefing Note

<b>To:</b>	Hastings Prince Edward Board of Health
<b>Prepared by:</b>	David Johnston, Director of Corporate Services
<b>Approved by:</b>	Dr. Ethan Toumishey, Medical Officer of Health and CEO
<b>Date:</b>	Wednesday, February 7, 2024
<b>Subject:</b>	<b>By-Law 2024-01 – Authorized Borrowing of \$1,000,000</b>
<b>Nature of Board Engagement</b>	<input checked="" type="checkbox"/> <b>For Information</b> <input type="checkbox"/> Strategic Discussion <input checked="" type="checkbox"/> <b>Board approval and motion required</b> <input type="checkbox"/> Compliance with Accountability Framework <input type="checkbox"/> Compliance with Program Standards
<b>Action Required:</b>	Board approval of this by-law. <b>MOTION:</b> THAT the Board of Health approve By-Law 2024-01 for the borrowing of up to \$1 million.
<b>Background:</b>	<p>This by-law was put in place due to a requirement of the bank and is to be renewed every year.</p> <p>The by-law allows the Board Chair and the Chair of the Finance Committee to authorize the borrowing of up to \$1 million if needed to meet operating expenditures for the year.</p> <p>To date this by-law has never been used.</p>

**THE BOARD OF HEALTH  
FOR THE HASTINGS AND PRINCE EDWARD COUNTIES HEALTH UNIT**

**BY-LAW NO. 2024-01**

**Annual By-Law to authorize the borrowing of up to \$1,000,000**

WHEREAS the Board of Health for the Hastings and Prince Edward Counties Health Unit (hereinafter called the "Board") deems it necessary to borrow the sum of up to \$1,000,000 to meet expenditures of the Board for the year until the municipal levies and government grants are received:

THEREFORE, the Board hereby enacts as follows:

1. The Chair of the Board and the Chair of the Finance Committee are hereby authorized on behalf of the Board to borrow from time to time by way of promissory note from the Canadian Imperial Bank of Commerce, a sum or sums not exceeding \$1,000,000 to meet the current expenditures of the Board for the year until the municipal levies and government grants are received, and to give on behalf of the Board, to the bank, a promissory note or notes and signed by the Chair of the Board and the Chair of the Finance Committee for the monies so borrowed, with interest at such rate as may be agreed upon from time to time with the Bank.
2. The interest costs for all sums borrowed pursuant to the authority of the by-law shall be charged as an expenditure against the revenues of the Board for the current year.
3. The Chair of the Finance Committee is hereby authorized and directed to apply in payment of all sums borrowed as aforesaid, together with the interest thereon, all of the monies hereafter collected are received either on account or realized in respect of levies and grants for the current year and preceding year or from any other source which may lawfully be applied for such purpose.

This by-law shall come into force and take effect immediately upon the approval thereof.

\_\_\_\_\_  
Jan O'Neill, Chair, Board of Health

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Ethan Toumishey,  
Medical Officer of Health & CEO

\_\_\_\_\_  
Date



## Board of Health Briefing Note

<b>To:</b>	Hastings Prince Edward Board of Health
<b>Prepared by:</b>	Cindy Tindal, Manager, Human Resources and Organizational Development Denise Hughes, Acting Manager, Office Services
<b>Approved by:</b>	David Johnston, Director of Corporate Services
<b>Date:</b>	Wednesday, February 7, 2024
<b>Subject:</b>	<b>Health &amp; Safety Policy Statement</b>
<b>Nature of Board Engagement</b>	<input checked="" type="checkbox"/> <b>For Information</b> <input type="checkbox"/> Strategic Discussion <input checked="" type="checkbox"/> <b>Board approval and motion required</b> <input type="checkbox"/> Compliance with Accountability Framework <input type="checkbox"/> Compliance with Program Standards
<b>Action Required:</b>	Board approval of this Policy Statement <b>MOTION:</b> THAT the Board of Health approve the Health and Safety Policy Statement.
<b>Background:</b>	The annual review of the Health & Safety Policy Statement was completed. The current policy from March 2023 was reviewed against current legislative requirements to ensure compliance. The current version is compliant.
<b>Reviewed By:</b>	Dr. Ethan Toumishey, Medical Officer of Health and CEO

## HASTINGS PRINCE EDWARD PUBLIC HEALTH POLICIES AND PROCEDURES

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<b>Section:</b>	HEALTH AND SAFETY
<b>Sub-Section:</b>	Corporate Statements
<b>Policy Title:</b>	<b>Health and Safety Policy Statement</b>
<b>Approved by:</b>	Hastings Prince Edward Board of Health
<b>Date:</b>	February 7, 2024

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**PURPOSE:**

To provide a safe and healthy workplace and ensure compliance with the Occupational Health and Safety Act.

**POLICY:**

Hastings Prince Edward Public Health (HPEPH) is committed to:

- ✓ A safe, clean and healthy work environment which is appropriate to the purpose, size and the context of the Organization.
- ✓ The prevention of all injuries, occupational illnesses and accidents by taking every reasonable effort to eliminate hazardous conditions and practices, reduce OH&S Risks and to continually improve in Occupational Health & Safety Management and performance by setting and reviewing Occupational Health & Safety Objectives and providing the resources for the maintenance of a safe and healthy work environment.
- ✓ Ensuring the Occupational Health & Safety Management System is implemented with full co-operation from all parties which will include consultation and participation of workers.
- ✓ Comply with all applicable legal requirements and any other requirements to which the organization subscribes that relate to Occupational Health & Safety hazards.

**PROCEDURE:**

Managers are responsible for training their employees and contractors in approved work methods, health and safety rules, policies, procedures, and programs and for notifying them of the existence of all known or reasonably foreseeable health and safety hazards. Managers are responsible for ensuring that all employees and contractors work in compliance with the Occupational Health & Safety Act and Regulations.

All employees need to accept personal responsibility to follow safety rules and guidelines and to plan and conduct their work safely and extend their concern for personal safety and health to fellow employees. Employees will report all unsafe and unhealthy conditions to a Manager or a member of the Health & Safety Committee. Employees who fail to comply with the Occupational Health & Safety Act and Regulations or any company Health & Safety rules, policies, procedures, or programs will be subject to discipline up to and including termination.

All Contractors will accept responsibility to meet or exceed HPEPH's Health & Safety Program requirements. Contractors who fail to comply with the Occupational Health & Safety Act and Regulations or any HPEPH Health & Safety rules, policies, procedures, or programs, will be subject to contract cancellation or any other remedy as determined at the HPEPH's discretion.

**APPLICABILITY:**

This policy applies to all employees, students, volunteers, visitors, and contractors to HPEPH. This policy will be reviewed, signed, and dated annually.

**LEGISLATION:**

Procedures and decisions related to this policy shall comply with the Occupational Health and Safety Act, Workplace Safety and Insurance Act and other relevant laws and regulations regarding health and safety.

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Jan O'Neill, Board of Health Chair

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Date

## Board of Health Briefing Note

<b>To:</b>	Hastings Prince Edward Board of Health
<b>Prepared by:</b>	Cindy Tindal, Manager, Human Resources and Organizational Development Denise Hughes, Acting Manager, Office Services
<b>Approved by:</b>	David Johnston, Director of Corporate Services
<b>Date:</b>	Wednesday, February 7, 2024
<b>Subject:</b>	<b>Workplace Violence, Harassment and Abuse Policy Statement</b>
<b>Nature of Board Engagement</b>	<input checked="" type="checkbox"/> <b>For Information</b> <input type="checkbox"/> Strategic Discussion <input checked="" type="checkbox"/> <b>Board approval and motion required</b> <input type="checkbox"/> Compliance with Accountability Framework <input type="checkbox"/> Compliance with Program Standards
<b>Action Required:</b>	Board approval of this Policy Statement <b>MOTION:</b> THAT the Board of Health approve the Workplace Violence, Harassment and Abuse Policy Statement.
<b>Background:</b>	<p>Due to the new Insurance company requirement to have an "Abuse Policy", the Workplace Violence &amp; Harassment Policy Statement has been updated to include this requirement.</p> <p>Added specific reference to "Abuse" throughout the document. All statements regarding "discrimination and harassment", now indicate "discrimination, harassment and abuse".</p> <p>Expanded Definitions to include the following summarized definition of Abuse:</p> <p><b>Abuse</b> is a behaviour that scares, isolates, or controls another person. Abuse may be a pattern or a single incident. Abuse includes the following forms:</p> <ul style="list-style-type: none"> <li>• physical, including assault and forcible confinement</li> <li>• sexual, including sexual contact without consent</li> <li>• psychological, including threats and intimidation</li> <li>• financial, including fraud and extortion</li> <li>• emotional, a chronic attack on self-esteem</li> <li>• verbal, threatening or intimidating verbal communication</li> <li>• neglect, consisting of the failure to provide the necessities of life</li> </ul>
<b>Reviewed By:</b>	Dr. Ethan Toumishey, Medical Officer of Health and CEO

## HASTINGS PRINCE EDWARD PUBLIC HEALTH POLICIES AND PROCEDURES

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<b>Section:</b>	HEALTH AND SAFETY
<b>Sub Section:</b>	Corporate Statements
<b>Policy Title:</b>	<b>Workplace Violence, Harassment &amp; Abuse Policy Statement</b>
<b>Approved By:</b>	Hastings Prince Edward Board of Health
<b>Date:</b>	February 7, 2024

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In accordance with the Occupational Health and Safety Act, and the Ontario Human Rights Code, the management of Hastings Prince Edward Public Health (HPEPH) is committed to protecting staff from abusive or violent behaviour and will take all reasonable precautions to prevent violence and protect employees from acts of violence in the workplace.

HPEPH is also committed to providing a fair and equitable work environment where all individuals are treated with respect and dignity. This policy will confirm that violence, harassment, discrimination, and abuse will not be tolerated in the workplace.

### **Workplace violence** means:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker, or
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker, or
- a statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

### **Workplace harassment** means:

- engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- workplace sexual harassment.

### **Workplace sexual harassment** means:

- engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

**Discrimination** is the act of treating someone differently, by denying a benefit or imposing additional or unfair burdens upon them on the basis of certain personal characteristics protected by law.

**Abuse** is a behaviour that scares, isolates, or controls another person. Abuse may be a pattern or a single incident. Abuse includes the following forms:

- |                                                        |                                                                         |
|--------------------------------------------------------|-------------------------------------------------------------------------|
| • physical, including assault and forcible confinement | • emotional, a chronic attack on self-esteem                            |
| • sexual, including sexual contact without consent     | • verbal, threatening or intimidating verbal communication              |
| • psychological, including threats and intimidation    | • neglect, consisting of the failure to provide the necessities of life |
| • financial, including fraud and extortion             |                                                                         |

Workplace harassment typically takes place more than once over a period of time, with the intent of embarrassing, offending or humiliating someone. Harassment may include such behaviour as name-calling; making inappropriate jokes or remarks that demean, ridicule or intimidate; stereotyping based on someone's personal characteristics or background; displaying or circulating offensive pictures or material; workplace bullying; offensive or intimidating phone calls or emails; inappropriate sexual touching, advances, suggestions or requests; as well as other forms of offensive and insulting behaviour.

## HASTINGS PRINCE EDWARD PUBLIC HEALTH POLICIES AND PROCEDURES

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<b>Section:</b>	HEALTH AND SAFETY
<b>Sub-Section:</b>	Corporate Statements
<b>Policy Title:</b>	<b>Workplace Violence, Harassment &amp; Abuse Policy Statement</b>

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Workplace harassment may include incidents that occur beyond the normal workplace. For example, comments posted on social media or other unwelcome behaviour towards co-workers outside of working hours may constitute workplace harassment.

Workplace harassment and discrimination often take place based on certain personal characteristics protected by law, including without limitation: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status, or disability.

As per the Workplace Violence and Risk Assessment & Anti-Discrimination, Harassment and Abuse Procedures:

- Management will provide training about workplace violence prevention to all staff, and conduct workplace hazard assessments.
- Where events are escalating or appear to have the potential to become violent, staff are expected to take any reasonable actions to diffuse, avoid or remove themselves from potential harm.
- In threatening or violent situations staff should call the authorities (e.g. police or EMS) for immediate help first and contact his or her manager after the immediate situation is resolved.
- When past abuse or violent behaviours are a risk factor, staff will be informed as required and the manager will take reasonable precautions or make changes to the service delivery to protect staff.

When harassing, discriminatory, threatening, abusive or violent events occur, staff shall inform their Manager as soon as possible.

Upon notification, HPEPH management will;

- Take immediate action as needed and reasonable to protect staff.
- Investigate, report and deal with incidents of workplace violence, harassment or abuse in a timely manner. The complainant and alleged offender shall be treated fairly while preserving the dignity and self-respect of all persons involved.
- Maintain information confidential to the degree it does not interfere with the investigation.

This includes issues of domestic violence. To the extent that a worker is being subjected to domestic violence, and believes that a spouse or partner may pose a risk to them in the workplace, the worker is encouraged to report those concerns to management so that appropriate precautions can be taken.

Workplace violence, harassment, discrimination or abuse is not condoned in any way from staff and will be dealt with using corrective action up to and including termination. Where the abusive person is a member of the public appropriate action may include issuing a no trespassing notice, referral to police for investigation under the Criminal Code, withdrawal of services, severing the relationship or any other action necessary to protect the security of staff.

### **Application**

This policy applies to all employees, students, volunteers, suppliers, clients, visitors and anyone else on our premises or conducting business with HPEPH. This policy will be reviewed, signed and dated annually.

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Jan O'Neill, Board of Health Chair

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Date

## Board of Health Briefing Note

<b>To:</b>	Hastings Prince Edward Board of Health
<b>Prepared by:</b>	Denise Hughes and Peter Hicks, Co-Chairs Joint Health & Safety Committee
<b>Approved by:</b>	David Johnston, Director of Corporate Services
<b>Date:</b>	Wednesday, February 7, 2024
<b>Subject:</b>	<b>Occupational Health and Safety Report 2023</b>
<b>Nature of Board Engagement</b>	<input checked="" type="checkbox"/> <b>For Information</b> <input type="checkbox"/> Strategic Discussion <input type="checkbox"/> Board approval and motion required <input checked="" type="checkbox"/> <b>Compliance with Accountability Framework</b> <input type="checkbox"/> Compliance with Program Standards
<b>Action Required:</b>	Request the Board of Health accept the 2023 Health and Safety Report including endorsement of the 2024 Health and Safety and Workplace Violence, Harassment & Abuse Policy Statements.
<b>Background:</b>	<p><i>As per the Public Health Accountability Framework, “the board of health shall comply with all legal and statutory requirements”. The purpose of this report is to assure the Board of Health that Hastings Prince Edward Public Health (HPEPH) strives to be compliant with the Occupational Health and Safety Act (OHSA).</i></p> <p>HPEPH is committed to working co-operatively with unionized staff to organize and conduct a joint health and safety committee (JHSC) in accordance with the OHSA. The committee is dedicated to maintaining and improving standards of health and safety throughout HPEPH in order to prevent accidents, injury and illness, and to promote overall employee safety.</p> <p>The JHSC plays a crucial role in maintaining a safe and healthy work environment. The collaborative efforts between the JHSC management and worker representatives showcase a strong commitment to ensuring workplace safety. This teamwork fosters a supportive environment and enhances the overall well-being of employees.</p> <p><b><u>Key Activities in 2023</u></b></p> <ul style="list-style-type: none"> <li>• Held <b>4</b> planned committee meetings.             <ul style="list-style-type: none"> <li>◦ Determined process for JHSC worker representation for during strike of both unions.</li> </ul> </li> <li>• Updated HPEPH workplace inspections to ensure completion of all facilities on a monthly basis.             <ul style="list-style-type: none"> <li>◦ Branch office staff are being trained to complete workplace inspections on behalf of the JHSC worker members.</li> </ul> </li> <li>• Reviewed Workplace Inspection Reports and followed up as needed.</li> <li>• 2023 Injury Statistics – there were four Medical Aid WSIB Claims. Zero Lost Time. The JHSC Reviewed <b>4</b> Incident Reports and followed up as needed:</li> </ul>

	<ul style="list-style-type: none"> <li>- 1 Motor Vehicle Accident (Staff found not at fault, WSIB claim denied)</li> <li>- 1 Slips, Trips and Falls (snow / ice)</li> <li>- 1 Material Handling (Repetitive lift / shoulder use)</li> <li>- 1 Other (Animal bite)</li> <li>• Workplace Violence &amp; Harassment programs were updated in 2023 to meet the requirements of the Act and Regulations.</li> <li>• 3 Onsite visits by the Ministry of Labour, Immigration, Training and Skills Development               <ul style="list-style-type: none"> <li>○ 1 – workplace harassment – investigation concerns</li> <li>○ 1 – PPE compliance – non-compliance witnessed</li> <li>○ 1 – workplace violence – strike activities</li> </ul> </li> <li>• An internal audit of Health and Safety policies and procedures continues.</li> </ul>
<b>Reviewed By:</b>	Dr. Ethan Toumishey, Medical Officer of Health and CEO

## Board of Health Briefing Note

<b>To:</b>	Hastings Prince Edward Board of Health
<b>Prepared by:</b>	Becky Stone, Chair, AODA Committee
<b>Approved by:</b>	Shelly Brown, Director of Community Programs
<b>Date:</b>	Wednesday, February 7, 2024
<b>Subject:</b>	<b>AODA Committee 2023 Year End Report</b>
<b>Nature of Board Engagement</b>	<input checked="" type="checkbox"/> <b>For Information</b> <input type="checkbox"/> Strategic Discussion <input type="checkbox"/> Board approval and motion required <input checked="" type="checkbox"/> <b>Compliance with Accountability Framework</b> <input type="checkbox"/> Compliance with Program Standards
<b>Action Required:</b>	No action required.
<b>Background:</b>	<p>The <a href="#"><i>Accessibility for Ontarians with Disabilities Act</i></a> (AODA) sets out a process for developing and enforcing accessibility standards. The goal of the AODA and the Standards is to make the province accessible for all Ontarians with physical and mental disabilities by 2025.</p> <p>The purpose of the AODA Committee is to ensure compliance with the requirements of the AODA. The Committee works to identify, remove and prevent barriers to people with disabilities who work at or use the services of Hastings Prince Edward Public Health.</p> <p>The attached report outlines accomplishments and progress of the Committee towards the achievement of the accessibility plan during 2023.</p>
<b>Reviewed By:</b>	Dr. Ethan Toumishey, Medical Officer of Health & CEO





## **Accessibility for Ontarians with Disabilities Act Committee**

### **2023 Year End Report**



## Background

In 2005, the Ontario Government passed the [Accessibility for Ontarians with Disabilities Act \(AODA\)](#) to make Ontario accessible by 2025. The AODA establishes standards related to accessibility that applies to both the public and private sector. These standards are intended to identify, remove and prevent barriers so that people with disabilities have more opportunities to participate in everyday life. The AODA stresses the primary principles of dignity, independence, integration and equality of opportunity in the review, development and implementation of all standards.

The [Accessibility Standards for Customer Service, Ontario Regulation 429/07](#) became law in January 2009. This Regulation established accessibility standards related to customer service. On July 1, 2011, the province of Ontario released the [Integrated Accessibility Standards, Ontario Regulation 191/11](#). The *Integrated Regulation* includes general requirements such as policy development, planning, and training, with compliancy dates phased between 2012 and 2025. Compliance with standards is required in organizational areas that affect people with disabilities, including information and communications, employment, procurement, training, self-service kiosks, building accessibility, transportation, and general service policies and procedures. The development of a multi-year plan to meet these standards is a key component of the regulations.

The goal of the AODA and the Standards is to make the province accessible for all Ontarians with physical and mental disabilities by 2025.

## Purpose of Report

The objective of the 2023 Year End report is to provide an overview of the progress and measures taken by Hastings Prince Edward Public Health (HPEPH) to improve accessibility. This report provides an update on the implementation of the Accessibility for Ontarians with Disabilities Act (AODA) Work plan 2022-2025.

## **2023 Work Plan Activities**

In 2023 the AODA Committee met three times to carry out activities identified in the AODA Multi-Year Workplan. The following activities/actions were taken.

### **I. Accessible Customer Service**

HPEPH is committed to providing accessible customer service to people with disabilities. This means that we will provide goods and services to people with disabilities with equitable high quality and timeliness as all other clients. Examples of this work are demonstrated by:

- Reviewing internal AODA resources and preparing a resource sheet listing all resources for staff use.
- Providing accessible services for all clients attending HPEPH led clinics.

### **II. Accessible Information and Communications**

HPEPH is committed to making our information and communications accessible to people with disabilities. This is demonstrated by the following:

- Ongoing use of AODA knowledge in the development of communications and resources.
- HPEPH responded to four formal requests for information to be provided in an alternate format.

### **III. Accessibility Training**

HPEPH is committed to providing training in the requirements of Ontario's accessibility laws and the Ontario Human Rights Code as it applies to people with disabilities. This is demonstrated by:

- Formalizing a process to ensure completion and tracking of all AODA training including the Integrated Accessibility Standards regulation, Accessible Customer Services, the Human Rights Code and any accessibility requirements that apply to specific job duties and the organization.

### **IV. Design of Public Spaces**

HPEPH will meet accessibility laws when building or making major changes to public spaces. HPEPH has procedures in place to prevent service disruptions to the accessible parts of our building and public spaces. The following preventive actions were taken:

- Ensuring the accessible parts of our public spaces are maintained and in good working order.
- Repainting the accessible parking space pavement signage with a large international symbol of access to enhance the visibility of accessible parking spaces and discourage inappropriate usage.

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We are committed to providing accessible publications, programs and services to all. For assistance please call 613-966-5500; TTY: 711 or email [accessibility@hpeph.ca](mailto:accessibility@hpeph.ca). For more information, please visit [hpePublicHealth.ca](http://hpePublicHealth.ca).

## **Listing of Information Items Board of Health Meeting – February 7, 2024**

1. Peterborough Public Health - Letter to Minister Sylvia Jones re adequate funding for the Ontario Seniors Dental Care Program dated November 27, 2023.
2. Peterborough Public Health – Letter to Ministers Bethlenfalvy and Jones re support for healthy public policy regarding alcohol marketplace and product sales dated November 29, 2023 – endorsement of Huron Perth Public Health.
3. Peterborough Public Health – Letter the Doug Ford re Bill 93, Joshua’s Law (lifejackets for life), 2023 dated November 29, 2023 - endorsement of Huron Perth Public Health.
4. Peterborough Public Health – Letter to Minister Jones re Bill 103, Smoke-Free Ontario Amendment Act (Vaping is not for kids), 2023 dated December 4, 2023 - endorsement for Simcoe Muskoka District Health Unit.
5. Peterborough Public Health – Letter to Doug Ford, Ministers Jones and Parsa re income-based policy interventions to effectively reduce household food insecurity – endorsement of Algoma Public Health.
6. Peterborough Public Health – Letter to Minister Jones re inclusion of monitoring food affordability in the updated Ontario Public Health Standards dated December 4, 2023.
7. North Bay Parry Sound District Health Unit – Letter to Doug Ford, Ministers Jones and Parsa re modernizing alcohol marketplace and product sales dated December 1, 2023.
8. North Bay Parry Sound District Health Unit – Letter to Doug Ford, Ministers Jones and Parsa re intimate partner violence and public health action dated December 13, 2023.
9. Peterborough Public Health – Letter to Doug Ford, Ministers Jones and Tibollo re public health strengthening dated January 5, 2024.
10. Timiskaming Health Unit – Letter to Doug Ford, Ministers Jones and Tibollo re public health strengthening and chronic disease prevention dated January 8, 2024 – endorsement of Sudbury and District Public Health.
11. Sudbury & Districts Public Health – Letter to Doug Ford re Household food insecurity dated January 24, 2024.
12. Rural Ontario Municipal Association (ROMA) – 2024 – Fill the Gaps Closer to Home Report Backgrounder.

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*The above information items can be found on the Hastings Prince Edward Public Health’s website through the link in the Agenda Package or by going to our website at [hpePublicHealth.ca](http://hpePublicHealth.ca).*