



## BOARD OF HEALTH MEETING

Wednesday, April 1, 2020  
9:30 a.m. - 11:00 a.m.

Via Teleconference

Dial: 1-855-453-6962  
Conference ID# 6292448#

To ensure a quorum we ask that you please  
RSVP (Regrets Only) 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 Agenda

## Wednesday, April 1, 2020

### 9:30 to 11:00 a.m.

1. **Call to Order**
2. **Roll Call**
3. **Disclosure of Pecuniary Interest and the General Nature Thereof**
4. **Amendment to By-Law 2019-04, Section 6, Subsection 6.5 pursuant to the Municipal Emergency Act, 2020, S.O. 2020, c.4 – Bill 187.** [Schedule 4.0](#)
5. **Approval of the Agenda**
6. **Approval of Minutes of the Previous Board Meeting – February 5, 2020** [Schedule 6.0](#)
7. **Business Arising from the Minutes**
8. **Deputations**
9. **Committee Reports**
  - 9.1 **Finance Committee**
    - 9.1.1 **By-Law 2020-01 – Annual By-Law to Authorize the Borrowing of \$1,000,000** [Schedule 9.1.1](#)
  - 9.2 **Governance Committee - None**
10. **Report of the Medical Officer of Health** [Schedule 10.0](#)
11. **Staff Reports**

*Written Reports*

  - 11.1 **2019 AODA Report** [Schedule 11.1](#)
  - 11.2 **2019 Health & Safety Report**
    - 11.2.1 **Health and Safety Statement** [Schedule 11.2.1](#)
    - 11.2.2 **Workplace Violence Statement** [Schedule 11.2.2](#)
  - 11.3 **Enforcement Report** [Schedule 11.3](#)
12. **Correspondence and Communications**
  - 12.1 **Various correspondence re: repatriation of Canadians to CFB Trenton (5)** [Schedule 12.1](#)
13. **New Business**
14. **Information Items** [\(Available for viewing online\)](#) [Schedule 14.0](#)
15. **Date of Next Meeting** – Wednesday, May 6, 2020
16. **Adjournment**

## Board of Health Briefing Note

<b>To:</b>	Hastings Prince Edward Board of Health
<b>Prepared by:</b>	Val Dunham, Director of Corporate Services / Associate CEO
<b>Approved by:</b>	Dr. Piotr Oglaza, Medical Officer of Health and CEO
<b>Date:</b>	Wednesday, April 1, 2020
<b>Subject:</b>	<b>Amendment to By-Law regarding Proceedings of HPEPH Board of Health</b>
<b>Nature of Board Engagement</b>	<input type="checkbox"/> For Information <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>	Motion to approve an Amendment to By-Law 2019-04, Section 6, Subsection 6.5 pursuant to the Municipal Emergency Act, 2020, S.O. 2020, c.4 – Bill 187.
<b>Background:</b>	<p>Due to the COVID-19 pandemic the Municipal Emergency Act, 2020 received royal assent on March 19, 2020 to amend the Municipal Act, 2001 to provide that, during emergencies, should they choose to, members of local boards and committees who participate electronically in open and closed meetings may be counted for purposes of quorum.</p> <p>Given the Municipal Emergency Act, 2020, the existing By-Law for meeting procedures requires an amendment to conduct meetings electronically.</p> <p>Suggested wording for Motion:</p> <p>Add the following subsection to By-Law 2019-04, Section 6, Subsection 6.5:</p> <p>“6.5.1 Despite subsection 6.5, during any period where an emergency has been declared to exist in all or part of the municipality under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act, any such member of the Board or a committee thereof who is participating electronically in an open or closed meeting may be counted in determining whether or not a quorum of members is present at any point in time.</p>



## **BOARD OF HEALTH MEETING MINUTES**

Wednesday, February 5, 2020  
Hastings Prince Edward Public Health (HPEPH)  
179 North Park Street, Belleville  
Douglas Rooms A, B & C, 1<sup>st</sup> Floor

**Present:** Ms. Jo-Anne Albert, Mayor, Municipality of Tweed, County of Hastings, Chair  
Mr. Stewart Bailey, Councillor, County of Prince Edward  
Mr. Andreas Bolik, Councillor, County of Prince Edward  
Mr. Terry Cassidy, Councillor, City of Quinte West  
Dr. Craig Ervine, Provincial Appointee  
Ms. Deborah Goulden, Provincial Appointee  
Mr. Michael Kotsovos, Councillor, City of Quinte West  
Ms. Jan O'Neill, Mayor, Municipality of Marmora and Lake, County of Hastings  
Mr. Bill Sandison, Councillor, City of Belleville

**Also Present:** Dr. Piotr Oglaza, Medical Officer of Health and CEO  
Ms. Valerie Dunham, Director of Corporate Services/Associate CEO  
Ms. Catherine Lovell, Executive Assistant to the MOH & CEO

**Regrets:** Mr. Sean Kelly, Councillor, City of Belleville  
Ms. Joy Martin, Provincial Appointee

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

Dr. Oglaza called the meeting to order at 9:30 a.m.

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

There was no disclosure of pecuniary interest.

### **3. APPROVAL OF AGENDA**

#### **MOTION:**

Moved by: Jan

Seconded by: Jo-Anne

THAT the agenda for the Board of Health (Board) meeting on February 5, 2020 be approved as circulated.

CARRIED

#### 4. ELECTIONS OF THE CHAIR AND VICE CHAIR

Dr. Oglaza called for nominations for the position of Chair. Jan nominated Jo-Anne to stand as the Chair of the Board of Health. Dr. Oglaza asked if she was willing to be nominated, to which Jo-Anne responded "yes". Dr. Oglaza asked if there were any other nominations, there were none. Dr. Oglaza declared nominations closed and that Jo-Anne Albert be elected Chair by acclamation.

Jo-Anne assumed her position as Chair and called for nominations for the position of Vice Chair. Bill nominated Jan to stand as Vice Chair. Chair Jo-Anne asked if she was willing to be nominated, to which Jan responded "yes". Chair Jo-Anne asked if there were any other nominations, there were none. Jo-Anne declared nominations closed and that Jan O'Neill be elected Vice Chair by acclamation.

#### APPOINTMENT OF COMMITTEE MEMBERS

Chair Jo-Anne reminded the Board that as per the terms of reference for the Board of Health Committees that a municipal representative from each of the municipalities was required on both the Governance and the Finance Committees.

Chair Jo-Anne gave each of the Board members the opportunity to select the Committee that they would like to sit on.

<b>Finance:</b>	Stewart Bailey Bill Sandison Jo-Anne Albert	Terry Cassidy Craig Ervine
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<b>Governance:</b>	Andreas Bolik Sean Kelly Deborah Goulden	Michael Kotsovos Jan O'Neill Joy Martin
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#### MOTION:

Moved by: Terry

Seconded by: Deborah

THAT the Finance and Governance committees be comprised of the members as noted above.

CARRIED

#### 6.1 APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING – October 2, 2019

#### MOTION:

Moved by: Craig

Seconded by: Bill

THAT the minutes of the regular meeting of the Board of Health held on October 2, 2019 be approved as circulated.

CARRIED

## 6.2 APPROVAL OF MINUTES OF PREVIOUS BOARD MEETING – November 6, 2019

### **MOTION:**

Moved by: Terry

Seconded by: Jan

THAT the minutes of the regular meeting of the Board of Health held on November 6, 2019 be approved as circulated.

CARRIED

## 7. BUSINESS ARISING FROM MINUTES - None

## 8. DEPUTATIONS - None

## 9. COMMITTEE REPORTS (MOTION)

### 9.1 Finance Committee – Bill

#### 9.1.1 – 2020 Budget

Bill reviewed 2020 budget items as discussed at the last Finance Committee. He recognized management and staff for bringing forward a balanced and financially prudent budget. Key drivers were the provincial funding formula change from for 25/75 to 30/70 impacting the organization by \$1.1M. Some good news with respect to the funding formula, the province is providing approximately \$800K, with the remaining funds coming from reserves further mitigating any negative impact of the new funding formula. The Ontario Seniors Dental Care Plan (OSDCP) implementation will have a cost of approximately \$900K for the year but is 100% funded by the province. Other expenses, including a mobile dental unit required to service the region, will cost approximately \$800K, will be covered by provincial funding. Bill noted that overall, expenses have increased by about 12% which is primarily due to the new Seniors Dental Care program. Increases to employee benefit costs, changes in staff positions and negotiated increases have also affected the budget process. It was mentioned that the ceiling for qualifying for the OSDCP is very low and that we should advocate at every opportunity to the province to raise that ceiling.

### **MOTION:**

Moved by: Terry

Seconded by: Stewart

THAT the 2020 budget be approved as circulated.

CARRIED

### 9.2 Governance Committee – Deborah

Deborah reviewed items of note from the last Governance meeting; those being a strategic discussion about the public health modernization, discussions on feedback and the summary of survey responses that will be put forth in the feedback survey to the Ministry.

Dr. Oglaza further noted that the content for the survey feedback had been drafted and reviewed by the Board in late 2019. Responses for the survey are based on previous discussions and documents and will be submitted before the deadline of February 10, 2020.

Dr. Oglaza was asked about the invitation process for the provincial consultation about public health modernization. The Ministry reached out to Dr. Oglaza to provide a contact list of board members, local stakeholders, and other agencies that HPEPH works with on a regular basis. The invitations are then sent directly from the Ministry not from HPEPH. All board members were on the list provided to the Ministry.

**MOTION:**

Moved by: Andreas

Seconded by: Bill

THAT the Governance and Finance Committee reports be approved as presented.

CARRIED

Dr. Oglaza introduced Dr. Ethan Toumishey and Dr. Azim Kasmani from the Public Health and Preventive Medicine, Department of Family Medicine at Queen's University. Dr. Toumishey has just joined us and Dr. Kasmani will be extending his stay with us into March.

## 10. REPORT OF THE MOH and CEO

### ***Blanket Training Exercise***

Dr. Oglaza discussed the Blanket exercise that took place on December 4, 2019 noting that it was a unique, participatory history lesson that was developed in collaboration with Indigenous Elders, Knowledge Keepers and educators. There were representatives from several community partners, board members and staff that participated in this exercise. We plan to continue working towards collaborative engagement with the three (3) Indigenous communities; the Algonquin Nation Kijicho Manito Madaouskarini, Mohawks of the Bay of Quinte, and the Métis Nation of Ontario. Some comments from board members who participated in the exercise were: "One of the best things I have done in my role or any role."; "very powerful"; "Filled in so many gaps in history plus their performance was amazing." One member commented that he will work to have the exercise brought to their municipal council.

### ***Public Health Modernization***

Dr. Oglaza talked about the Public Health Modernization and that the consultation sessions that were scheduled for this week in Ottawa and Frontenac County have been postponed due to the need for public health and emergency health services sectors to focus on planning and preparation for the emergence of 2019-nCoV (Novel Coronavirus). In the meantime, we will submit our responses to the survey. We will make sure the Board is informed as soon as a new date is set for consultation.

### ***2019-nCoV***

Dr. Oglaza noted this virus has never been seen in humans and was just discovered. Scientists are working to find how this virus works and to develop treatment options. There have been approximately 24,000 confirmed cases and almost 400 deaths in China, Hubei province. The virus causes respiratory symptoms very similar to the cold or flu but can cause severe symptoms such as pneumonia. Dr. Oglaza noted that HPEPH is working closely with the provincial government and the Public Health Agency of Canada (PHAC) to ensure that a thorough screening process will take place for all passengers returning to Canada. He



reassured all board members, staff and community that these processes are taking place to protect the community.

He further noted that HPEPH is also preparing to respond to local cases should we have any in the future. All public health units have processes in place, conducting local surveillance, so cases are promptly identified and managed. Will continue to post updates on the website and will advise partners of any cases confirmed locally. Use infection control – hand washing and sneezing into your sleeve. The risk in Ontario and local communities remains low at this time. Discussion ensued.

#### **MOTION**

Moved by: Craig

Seconded by: Stewart

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

CARRIED

### **11. STAFF REPORTS - Deferred**

### **12. CORRESPONDENCE AND COMMUNICATIONS**

12.1 Ministry of Health – One-Time Funding for Ontario Seniors Dental Care Program (OSDCP)

12.2 City of Belleville to Minister of Health re Public Health Modernization

#### **MOTION**

Moved by: Michael

Seconded by: Jan

THAT the Board receive the correspondence as circulated.

CARRIED

### **13. NEW BUSINESS - None**

### **14. INFORMATION ITEMS**

Chair Jo-Anne drew the Board's attention to the Information items listed within the agenda and can be accessed on the HPEPH website at [hpePublicHealth.ca](http://hpePublicHealth.ca).

Had a break at 10:12 a.m. before going into Closed Session.

Moved into Closed Session at 10:25 a.m.

### **15. CLOSED SESSION**

#### **MOTION:**

Moved by: Terry

Seconded by: Andreas

THAT the Board convene in closed session for the purpose of a discussion of personnel issues in accordance with Section 239(2)(b); *personal matters about an identifiable individual, including municipal or local board employees.*

CARRIED

*As per the motion made in the Closed Session to return to Open Session the Board reconvened in Open Session at 10:42 a.m.*

## **16. MOTIONS ARISING FROM CLOSED SESSION**

### **MOTION:**

Moved by: Bill

Seconded by: Stewart

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

CARRIED

## **15. DATE OF NEXT MEETING – Wednesday, March 4, 2020**

## **16. ADJOURNMENT**

### **MOTION:**

Moved by: Stewart

Seconded by: Jan

THAT this meeting of the Board be adjourned at 11:46 a.m.

CARRIED

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Jo-Anne Albert, Chair

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

**BY-LAW NO. 2020-01  
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.

\_\_\_\_\_  
Jo-Anne Albert, Chair, Board of Health

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Piotr Oglaza, Medical Officer of Health

\_\_\_\_\_  
Date

## **Updates from the MOH**

- **Financial Update**
- **CPNP Update**
- **COVID-19 Update**

## Board of Health Briefing Note

<b>To:</b>	Hastings Prince Edward Board of Health
<b>Prepared by:</b>	Shelly Brown, Co-Mgmt. Lead, AODA Committee and Debbie Skalba, Acting Chair, AODA Committee
<b>Approved by:</b>	Valerie R. Dunham, Director of Corporate Services/Associate CEO
<b>Date:</b>	Wednesday, March 4, 2020
<b>Subject:</b>	<b>AODA Committee 2019 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>	The attached report is presented for information purposes for the Board of Health regarding compliance with AODA. No action is 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 2019.</p>
<b>Reviewed By:</b>	Dr. Piotr Oglaza, Medical Officer of Health



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

## **2019 Year End Report**

**Prepared by: Shelly Brown and Debbie Skalba**

**Date: January 28, 2020**

## **Background**

The AODA is a complex and evolving multi-year piece of [legislation](#). 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 2019 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 2018-2021.

The purpose of HPEPH's AODA committee, is to ensure compliance with the requirements of the AODA and to ensure all residents in Hastings and Prince Edward Counties have equal access to services offered by HPEPH. HPEPH will deliver programs and services in a manner that respects the dignity and independence of persons with disabilities.

The committee's role is to identify, remove and prevent barriers to people with disabilities who work at, or use the services of HPEPH. The committee meets four times a year and undertakes activities required to ensure compliance with the AODA.

The 2019 AODA committee is made up of the following members:

Kerri Jianopoulos (Chair)	Becky Stone	Eric Serwotka
Shelly Brown	Debbie Skalba	Tammy Staffen
Emily Tubbs		

## **2019 Work Plan Activities**

During 2019, the AODA committee reviewed and revised the Terms of Reference. As such, the committee's representation was revised to include; Public Health Program staff (3) Corporate Services staff (1) Management (2) and Communications (1).

In addition, the following actions were taken:

### **I. Accessibility Training**

HPEPH is committed to ensuring members are aware of and have access to appropriate AODA resources as such:

- New committee members were oriented to the committee and asked to subscribe to the AODA Toolbox.

### **II. Accessible Customer Service**

HPEPH strives to ensure our clients, stakeholders, and staff have accessible options at all points of service delivery. Examples of this work is demonstrated by:

- Off-Street parking pavement symbols were refreshed for high contrast.
- AODA in-house resources were reviewed and updated.
- Maintenance of Accessible Elements Policy and Preventative Maintenance Schedule finalized, approved and communicated to staff.
- Notice of Service Disruption policy reviewed, revised and communicated to all staff.
- Ongoing reminders sent to all staff regarding in-house AODA Quick Reference Guide resource when creating publications.

### **III. Accessible Information and Communications**

Instructions developed for use of new sound system and communicated to all staff.

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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).



## Board of Health Briefing Note

<b>To:</b>	Hastings Prince Edward Board of Health
<b>Prepared by:</b>	Shirley Davis and Sandy Stevenson, Co-Chairs Joint Health & Safety Committee
<b>Approved by:</b>	Valerie Dunham, Director of Corporate Services/Associate CEO
<b>Date:</b>	Wednesday, March 4, 2020
<b>Subject:</b>	<b>Occupational Health and Safety Report 2019</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>	Requesting Board of Health to accept the 2019 Health and Safety Report including endorsement of the organizational Health and Safety and Workplace Violence Statements.
<b>Background:</b>	<p><b><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></b></p> <p>HPEPH is committed to working co-operatively with unionized staff to organize and conduct a joint health and safety committee in accordance with the OHSA. The committee is dedicated to maintaining and improving standards of health and safety throughout HPEPH in order to prevent accident, injury and illness, and to promote overall employee safety.</p> <p><b><u>Key Activities in 2019</u></b></p> <ul style="list-style-type: none"> <li>• Met a total of five (5) planned meetings and one ad hoc meeting in 2019.</li> <li>• Completed 18 inspections of HPEPH workplaces accompanied by Management.</li> <li>• Reviewed Inspection Reports and followed up as needed.</li> <li>• Implemented new process for tracking incident/near miss reports</li> <li>• Reviewed Incident Reports and followed up as needed             <ul style="list-style-type: none"> <li>- 2 Workplace Violence and Harassment (aggressive clients)</li> <li>- 4 Slips, Trips and Falls</li> <li>- 3 Motor Vehicle Accidents</li> <li>- 1 Other (dog bite)</li> </ul> </li> <li>• Rubber treads and risers installed on stairwells to increase stairwell safety</li> <li>• Three (3) members completed Part I JHSC certification as required by OHSA</li> <li>• Fire Safety Plan updated, approved and placed in Fire Safety Plan Box mounted in front vestibule</li> <li>• Completed one routine fire drill</li> <li>• Child resistant covers installed on fire alarm pull stations in public areas – no subsequent false alarms</li> <li>• Two submissions to staff newsletter – Role of JHSC and Slips, Trips and Falls</li> </ul>
<b>Reviewed By:</b>	Dr. Piotr Oglaza, 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 Statement</b>
<b>Approved By:</b>	Hastings Prince Edward Board of Health
<b>Date:</b>	March 4, 2020

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**PURPOSE:**

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

**POLICY:**

1.0 Hastings Prince Edward Public Health (HPEPH) is committed to providing and maintaining a safe and healthy working environment in order to prevent occupational illness and injury in the workplace. The management team at HPEPH is accountable to ensure that a workplace health and safety program is implemented in accordance with the OHSA.

2.0 To fulfill this commitment, HPEPH will:

- a. comply with the legislative requirements of the Occupational Health and Safety Act & Regulations, Workplace Safety and Insurance Act and other relevant laws regarding health and safety;
- b. develop policies, procedures or protocols as required for health and safety in the workplace;
- c. provide employees with health and safety training and education specific to job requirements;
- d. ensure that all employees work in accordance with OHSA legislative requirements and HPEPH safety procedures and practices;
- e. ensure that each management staff takes responsibility to ensure safe and healthy work conditions are maintained and unsafe conditions or violations are corrected in a timely manner, or where applicable, that preventive measures are implemented;
- f. develop effective means of communication among all employees at HPEPH regarding health and safety matters; and
- g. conduct an annual review of the health and safety program.

**Application**

This policy applies to all employees, students, volunteers and visitors 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 regarding health and safety.

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Jo-Anne Albert, Board Chair

Created: Jun 2010  
 Revised: Jun 2013  
 Jun 2014  
 Sep 2015  
 Oct 2017  
 March 6, 2019  
 March 4, 2020

**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 Statement</b>
<b>Approved By:</b>	Hastings Prince Edward Board of Health
<b>Date:</b>	March 4, 2020

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In keeping with the Occupational Health and Safety Act, 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.

Workplace Violence Defined:

*Any act or attempted act of physical force towards a person in the workplace or any statement that may reasonably be interpreted as a threat of physical force towards a person in the workplace. This includes actions or statements, regardless of intent, where it should have reasonably been known that it could be perceived as a threat of violence.*

As per the Workplace Violence and Risk Assessment policy:

- Management will provide training about workplace violence prevention to all staff, appoint a workplace violence coordinator 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 threatening or violent events occur, staff shall inform their supervisor 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 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.

Workplace violence 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, 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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Jo-Anne Albert, Board Chair

Created: Jul 2010  
 Revised: Apr 2013  
 Sep 2015  
 Oct 2017  
 March 6, 2019  
 March 4, 2020

## Board of Health Briefing Note

<b>To:</b>	Hastings Prince Edward Board of Health
<b>Prepared by:</b>	Roberto Almeida, Program Manager
<b>Approved by:</b>	Eric Serwotka, Director of Public Health Programs
<b>Date:</b>	Wednesday, March 4, 2020
<b>Subject:</b>	<b>Enforcement 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 type="checkbox"/> Compliance with Accountability Framework <input type="checkbox"/> Compliance with Program Standards
<b>Action Required:</b>	None
<b>Background:</b>	<p>This report presents a summary of enforcement activity for the 2019 calendar year. In 2019, Tobacco Enforcement Officers completed <b>all</b> mandatory Smoke-Free Ontario Act (SFOA) inspections required by the Ministry of Health, including:</p> <ul style="list-style-type: none"> <li>• <b>372</b> compliance checks to ensure that area retailers are not providing tobacco or vapour products to a person who is less than 19 years of age</li> <li>• <b>488</b> inspections to ensure that tobacco and vapour product vendors follow display and promotion restrictions</li> <li>• <b>691</b> inspections to ensure all secondary schools, public places, workplaces, work vehicles, and other prescribed areas (e.g. campuses, hospital property, sporting areas, outdoor restaurant/bar patios, playgrounds) meet the following:             <ul style="list-style-type: none"> <li>• 100% smoke-free</li> <li>• have “<i>no smoking/no vaping</i>” signs posted; and</li> <li>• do not contain ashtrays</li> </ul> </li> </ul> <p>Enforcement activity demonstrates that there still is higher non-compliance with the SFOA in certain locations/premise types: enclosed workplaces, work vehicles, tobacco retailers. This non-compliance is dealt with through education, warnings, and lastly, charges under the SFOA.</p> <p>The SFOA inspections resulted in <b>48</b> charges laid during this period:</p> <ul style="list-style-type: none"> <li>• <b>29</b> tickets were issued for “sell/supply tobacco or vapour products to a person who is less than 19 years old”</li> <li>• <b>12</b> tickets were issued for “smoke/hold lighted tobacco in enclosed workplace or public place”</li> <li>• <b>5</b> tickets were issued for “failure of employer to ensure no ashtrays or similar equipment”</li> <li>• <b>1</b> ticket was issued for “failure of employer to ensure compliance with section”</li> <li>• <b>1</b> ticket was issued for “failure of employer to post prescribed signs”</li> </ul> <p>The majority of convictions were handled with the Early Resolution System in place at the Hastings County and Prince Edward County Provincial Offences Courts.</p> <p>The Early Resolution System affords the accused the opportunity to meet with the Hastings Prince Edward Public Health (HPEPH) prosecutor and plead guilty in return for a lesser fine, thereby reducing the need to have a trial.</p>

	<p>The Healthy Environments section of this report provides inspection statistics in a variety of program areas, including:</p> <ul style="list-style-type: none"> <li>• <u>1,333</u> food premises (137 high risk, 436 moderate risk, 760 low risk)</li> <li>• <u>413</u> rabies investigations</li> <li>• <u>85</u> small drinking water systems</li> <li>• <u>211</u> recreational water facilities (e.g. wading pools, swimming pools)</li> <li>• <u>221</u> personal services settings (e.g. hair salons, tattoo parlours)</li> <li>• <u>777</u> public complaints, enquiries and requests for information</li> </ul> <p>A total of <u>4</u> Community Health Protection Orders were issued to mitigate health hazards at a swimming pool, cider operation, retirement residence and a rental property.</p> <p>The progressive enforcement procedure in the Food Safety Program led to <u>3</u> related charges. All three charges resulted in convictions through voluntary payment by the accused or negotiation with HPEPH.</p> <p>An additional <u>3</u> Food Premises Regulation charges were laid in December 2019 and are currently before the courts.</p> <p>Failure to vaccinate dogs resulted in <u>3</u> rabies charges, settled through voluntary payment by the accused.</p> <p>Overall, these activities are in accordance with the Board of Health's mission statement.</p>
<b>Reviewed By:</b>	Dr. Piotr Oglaza, Medical Officer of Health and CEO

TO: Board of Health  
FROM: Eric Serwotka, Director, Public Health Programs  
DATE: January 31, 2020  
SUBJECT: **January 1, 2019 – December 31, 2019 Enforcement Report**

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## **INFORMATION REPORT**

This report represents a summary of Health Protection enforcement activity for the period from January 1, 2019 to December 31, 2019.

## **TOBACCO CONTROL COMMENTS / UPDATE**

Public Health Smoke-Free Ontario Enforcement Officers enforced all provisions of the Smoke-Free Ontario Act (SFOA) between the dates January 1 and December 31, 2019.

## **INSPECTIONS:**

1. During the reporting period, Smoke-Free Ontario Enforcement staff conducted:

- 372 youth access inspections/vendor compliance checks to ensure that area retailers are not providing tobacco or vapour products to a person who is less than 19 years of age
- 488 annual inspections to ensure that tobacco and vapour product vendors are in compliance with display and promotion restrictions set out in SFOA
- 675 inspections to ensure all public places, workplaces, work vehicles, and other prescribed areas (e.g. school campuses, hospital entrances, sporting areas, outdoor restaurant/bar patios, playgrounds) meet the following:
  - 100% smoke-free
  - have “*no smoking/no vaping*” signs posted; and
  - do not contain ashtrays

## **WARNINGS:**

The inspections under the SFOA resulted in a total of 117 **written/verbal warnings** being issued as follows:

- 6 Sell/Supply tobacco or vapour product to a person who is less than 19 years old
- 1 Display tobacco products in manner that permits viewing or handling before purchase
- 93 Smoke/hold tobacco or cannabis or use a vapour product in prohibited place or area
- 11 Failure of employer to post prescribed signs
- 3 Failure of employer to ensure compliance with section
- 1 Employer allowing person refusing to comply to remain
- 1 Display vapour products in manner that permits viewing or handling before purchase
- 1 Promote sale of tobacco products in place where sold or offered for sale

**CHARGES:**

The Inspections under the SFOA resulted in 48 **charges laid** during this period;

- 29 tickets were issued for “Sell/Supply tobacco or vapour products to a person who is less than 19 years old”
- 12 tickets were issued for “Smoke/Hold lighted tobacco in enclosed workplace or public place”
- 5 tickets were issued for “Failure of employer to ensure no ashtrays or similar equipment”
- 1 ticket was issued for “Failure of employer to ensure compliance with section”
- 1 ticket was issued for “Failure of employer to post prescribed signs”

Smoke-Free Ontario/Electronic Cigarette enforcement staff also dealt with 255 public complaints, enquiries and requests for resources.

Smoke-Free Ontario enforcement staff, operating as Quinte West and Belleville bylaw enforcement officers, received 5 municipal complaints or inquiries and issued 4 warnings.

**Convictions of Smoke-Free Ontario Charges: Part 1 Offences**

Premise	Offence	Offence Date	Conviction Date	Fine
<b>10 Acre Restaurant (Clerk)</b> – 902 Wallbridge-Loyalist Road, Belleville	Sell tobacco to a person who is less than 19 years old	July 4, 2018	January 8, 2019	\$240.00
<b>Ultramar (Clerk)</b> – 110 Hwy #33, Trenton	Sell tobacco to a person who is less than 19 years old	July 9, 2018	January 8, 2019	\$240.00
<b>Riverside Convenience (Clerk)</b> – 210 Front Street, Trenton	Sell tobacco to a person who is less than 19 years old	July 9, 2018	January 8, 2019	\$240.00
<b>Daisymart/Ultramar (Clerk)</b> - 1560 Old Hwy 2, Belleville	Sell tobacco to a person who is less than 19 years old	July 9, 2018	January 8, 2019	\$180.00
<b>Farmfresh Meat &amp; Variety (Clerk)</b> – 22186 Loyalist Parkway, Carrying Place	Sell tobacco to a person who is less than 19 years old	August 10, 2018	January 8, 2019	\$240.00
<b>Dale’s Place (Owner)</b> – 1 Park St. S., Belleville	Sell tobacco to a person who is less than 19 years old	August 15, 2018	January 8, 2019	\$240.00
<b>Ultramar (Clerk)</b> – 25 Bellevue Dr., Belleville	Sell tobacco to a person who is less than 19 years old	August 21, 2018	January 8, 2019	\$240.00
<b>Scott’s Store (Clerk)</b> – 7 Lake St., Picton	Sell tobacco to a person who is less than 19 years old	February 21, 2019	March 5, 2019	\$180.00
<b>No Frills At The Pumps</b> - (Clerk) – 13311 Hwy 33, Picton	Sell tobacco to a person who is less than 19 years old	February 21, 2019	March 25, 2019	\$180.00

Premise	Offence	Offence Date	Conviction Date	Fine
<b>Giant Tiger (Clerk)</b> – 161 Bridge St. W., Belleville	Sell tobacco to a person who is less than 19 years old	January 28, 2019	March 26, 2019	\$240.00
<b>Scotland Yards (Employee)</b> – 6791 Hwy 62, Belleville	Hold lighted tobacco in enclosed workplace	July 4, 2018	April 4, 2019	\$310.00
<b>Canadian Tire Gas Bar (Clerk)</b> - 289 Dundas St. E. Trenton	Sell vapour product to a person who is less than 19 years old	October 29, 2018	May 7, 2019	\$240.00
<b>Petro (Clerk)</b> - 56 Glen Miller Rd., Trenton	Sell vapour product to a person who is less than 19 years old	October 29, 2018	May 7, 2019	\$240.00
<b>Ultramar (Clerk)</b> – 110 Hwy 33, Trenton	Sell vapour product to a person who is less than 19 years old	October 29, 2018	May 7, 2019	\$240.00
<b>Friends Variety (Clerk)</b> – 150 Sidney St., Belleville	Sell vapour product to a person who is less than 19 years old	November 6, 2018	May 7, 2019	\$240.00
<b>Ultramar Express (Clerk)</b> – 57 Matthew St., Marmora	Sell tobacco to a person who is less than 19 years old	November 19, 2018	May 7, 2019	\$240.00
<b>Uncle Perry's Breakfast &amp; Lunch (Corporation)</b> – 1 Fairway Blvd., Bancroft	Failure of employer to ensure no ashtrays or similar equipment	May 27, 2019	July 12, 2019	\$370.00
<b>Don's Taxi (Owner)</b> - 200 Hastings St. N., Bancroft	Failure of employer to ensure no ashtrays or similar equipment	May 27, 2019	June 28, 2019	\$365.00
<b>Canadian Tire Gas Bar (Clerk)</b> – 103 Bell Blvd., Belleville	Sell tobacco to a person who is less than 19 years old	August 15, 2018	August 6, 2019	\$240.00
<b>R &amp; E Tires (Corporation)</b> – 72 Wolfe St., Frankford	Failure of employer to ensure no ashtrays or similar equipment	August 12, 2019	August 19, 2019	\$365.00
<b>XL Convenience (Clerk)</b> – 507 Hwy 49, Picton	Sell tobacco to a person who is less than 19 years old	July 8, 2019	August 22, 2019	\$495.00
<b>Circle K (Clerk)</b> – 231 Durham St., Madoc	Sell tobacco to a person who is less than 19 years old	September 28, 2018	August 6, 2019	\$215.00
<b>Tickets Plus (Clerk)</b> – 214 Front St., Belleville	Sell tobacco to a person who is less than 19 years old	January 28, 2019	August 6, 2019	\$240.00
<b>Husky (Clerk)</b> – 432 Dundas St. E., Belleville	Sell tobacco to a person who is less than 19 years old	February 15, 2019	August 6, 2019	\$240.00
<b>Victoria Convenience (Clerk)</b> – 113 Victoria Ave., Belleville	Sell tobacco to a person who is less than 19 years old	February 8, 2019	August 6, 2019	\$240.00
<b>Ultramar Express (Clerk)</b> – 57 Matthew St., Marmora	Sell tobacco to a person who is less than 19 years old	February 28, 2019	August 6, 2019	\$240.00



Premise	Offence	Offence Date	Conviction Date	Fine
<b>Harry J. Clarke Public School (Person)</b> – 77 Rollins Dr., Belleville	Hold lighted tobacco in prohibited place	April 11, 2019	August 6, 2019	\$155.00
<b>V.P. Racing (Clerk)</b> – 45 Victoria St. N., Tweed	Sell tobacco to a person who is less than 19 years old	July 23, 2019	October 11, 2019	\$240.00
<b>V.P. Racing (Clerk)</b> – 45 Victoria St. N., Tweed	Sell vapour product to a person who is less than 19 years old	October 8, 2019	October 23, 2019	\$490.00
<b>Free Flow Fast Freddy's (Clerk)</b> – 22153 Loyalist Pkwy., Carrying Place	Sell tobacco to a person who is less than 19 years old	January 24, 2019	November 5, 2019	\$240.00
<b>QHC Belleville General Hospital (Contractor)</b> – 265 Dundas St. E., Belleville	Smoke tobacco in prohibited place	May 16, 2019	November 5, 2019	\$310.00
<b>Sleep Country (Employee)</b> – 264 Millennium Pkwy., Belleville	Smoke tobacco in prohibited place	May 14, 2019	November 5, 2019	\$310.00
<b>QHC Belleville General Hospital (Contractor)</b> – 265 Dundas St. E., Belleville	Smoke tobacco in prohibited place	May 16, 2019	November 5, 2019	\$310.00
<b>Mr. Convenience (Clerk)</b> – 24 Bridge St. W., Belleville	Sell vapour product to a person who is less than 19 years old	June 1, 2019	November 5, 2019	\$240.00
<b>Super Duper (Clerk)</b> – 20 Bridge St. W., Belleville	Sell vapour product to a person who is less than 19 years old	June 1, 2019	November 5, 2019	\$240.00
<b>Daisy Mart (Clerk)</b> – 157 Bridge St. W., Belleville	Sell tobacco to a person who is less than 19 years old	June 16, 2019	November 5, 2019	\$430.00
<b>Petro Canada Neighbours (Clerk)</b> – 6521 Hwy 62, Belleville	Sell vapour product to a person who is less than 19 years old	June 16, 2019	November 5, 2019	\$240.00
<b>Bluebird Taxi (Employee)</b> – 11 Moira St. W., Belleville	Smoke tobacco in prohibited place	June 29, 2019	November 5, 2019	\$125.00
<b>Ultramar (Clerk)</b> – 110 Hwy 33, Trenton	Sell tobacco to a person who is less than 19 years old	July 9, 2019	November 5, 2019	\$240.00
<b>Ultramar (Clerk)</b> – 944a Wooler Road, Trenton	Sell tobacco to a person who is less than 19 years old	July 9, 2019	November 5, 2019	\$240.00
<b>Friel Heating (Employee)</b> – 122 Parks Drive, Belleville	Smoke tobacco in prohibited place	July 15, 2019	November 5, 2019	\$125.00

Premise	Offence	Offence Date	Conviction Date	Fine
<b>Scotland Yards Landscaping (Employee)</b> – 6791 Hwy 62, Belleville	Smoke tobacco in prohibited place	August 22, 2019	November 5, 2019	\$125.00
<b>Aji Sai (Employee)</b> – 32 Dundas St. W., Belleville	Smoke tobacco in prohibited place	November 22, 2019	November 26, 2019	\$305.00
<b>Rent All Centre (Corporation)</b> – 1 Riverside Drive, Trenton	Failure of employer to ensure compliance to section	November 27, 2019	December 11, 2019	\$365.00
<b>Rent All Centre (Corporation)</b> – 1 Riverside Drive, Trenton	Failure of employer to post prescribed signs	November 27, 2019	December 11, 2019	\$365.00
<b>Eastside Secondary School (Student)</b> – 275 Farley Ave., Belleville	Smoke tobacco in prohibited place	October 22, 2019	December 13, 2019	\$310.00

## **ENVIRONMENTAL HEALTH COMMENTS / UPDATE**

During the reporting period, Public Health Inspectors inspected/investigated:

- 1,333 food premises (137 high risk, 436 moderate risk, 760 low risk)
- 413 rabies investigations
- 85 SDWS (Small Drinking Water Systems)
- 211 recreational water facilities
- 221 personal services settings
- 777 public complaints, enquiries and requests for information

## **Convictions: Healthy Environments Offences**

Premise	Offence	Offence Date	Conviction Date	Fine
22 Louisa Street, Tweed K0K 3J0	Fail to immunize dog against rabies Ont. Reg 567 Rabies Immunization	November 9, 2019	January 4, 2019	\$220.00
#502-104 Cannifton Rd. Belleville, K8N 4V3	Fail to immunize dog against rabies Ont. Reg 567 Rabies Immunization	December 7, 2018	January 21, 2019	\$220.00
4 Holloway St, Belleville, K8P 1N8	Fail to immunize dog against rabies Ont. Reg 567 Rabies Immunization	December 18, 2018	February 1, 2019	\$220.00
Royal Canadian Legion Branch #99	Fail to sanitize multi-service articles after use Ont. Reg 493/17 Food Premise made under the Health Protection and Promotion Act	April 10, 2019	April 26, 2019	\$385.00
Bancroft Eatery & Brew Pub 1885801 Ontario Inc. 4 Bridge St. Bancroft, K0L 1C0	Food premise not maintained with non-absorbent floor surface where food handled Ont. Reg 493/17 Food Premise made under the Health Protection and Promotion Act	April 18, 2019	June 4, 2019	\$75.00

Premise	Offence	Offence Date	Conviction Date	Fine
Bancroft Eatery & Brew Pub 1885801 Ontario Inc. 4 Bridge St. Bancroft, K0L 1C0	Failure to operate food premises in accordance with the regulations to wit Ont. Reg 493/17 Food Premises Health Protection and Promotion Act sec 16(1)	April 18, 2019	June 4, 2019	\$1,250.00

## **Community Health Protection Orders: Healty Environments Offences**

Premise	Offence	Offence Date
<b>Pine Hill Group Inc.</b> c/o Mr. Floyd Pinto 1452 Simcoe County Road, Palgrave, ON L0N 1P0	Health Promotion and Protection Act Section 13 No potable water provided to the resident	January 18, 2019
<b>Harvender Kaleka</b> 1156A Highway 37 Corbyville, ON K0K 1V0	Health Promotion and Protection Act Section 13 Discharge of sewage and sewage backup in kitchen sink and crawl space	January 25, 2019
<b>Cooney Farms</b> c/o Marvin & Lisa Cooney 10 Wellmans Rd. Stirling, ON K0K 3E0	Health Protection and Promotion Act Section 13 Water supply not safe for human consumption or for personal hygiene	April 15, 2019
<b>Quinte Gardens Retirement Residence</b> c/o Brandon Lentini, Pool Operator 30 College St. West, Belleville, ON K8P 0A9	Ontario Regulation 565 (Public Pools) s. 7(8) Fail to ensure residual of free available chlorine of public pool water maintained between 0.5 – 10 ppm	June 27, 2019

## **COMMENTS**

1. What legislation governs the activities of Healthy Environments Division?

Activities of the Healthy Environments division are governed by certain regulations under the Health Protection and Promotion Act such as: food premises regulation, public pools regulation, communicable disease regulation, rabies immunization regulation and others. Activities of Healthy Environments are determined by the Ministry of Health and Long-Term Care, Ontario Public Health Standards and Protocols.

2. What measures can a Public Health Inspector take to protect public safety?

Public Health Inspectors ensure compliance through:

- Inspections and education
- Community health protection orders
- Closure orders
- Charges, tickets (offence notices) and summons
- Seizure and or destruction of a health hazard

3. What are community health protection orders?

Orders are issued according to Section 13 of the Health Protection and Promotion Act. They can be written or oral. The primary purpose of issuing an order is to correct the existence of a health hazard.

4. What are charges?

Legal action in relation to orders is only commenced if the order is not complied with. If a conviction is registered for non-compliance with an order, the fine can be as high as \$5000/day.

5. What determines whether an offence notice, order or summons is issued?  
An order is used to correct a health hazard. Offence notices and summonses are used to commence legal action. Legal action can be taken in response to a non-compliance with legislation or non-compliance with an order that has been issued.
6. Who is charged for infractions?  
A charge may be directed to a business, corporation or an individual.
7. Why do amount of fines vary?  
Set fines vary depending upon the seriousness of the non-compliance. Fines imposed in court after a conviction can vary dependent upon the circumstances and the decision of the judge or justice of the peace.
8. Where does the money go?  
The Provincial Offences Court transfers revenue from fines and charges to Hastings County, Belleville, Quinte West and Prince Edward County.
9. Can the public call to report conditions they consider being unsafe in any of the programs?  
Yes, we encourage the public to report concerns regarding any of the programs that we carry out or any situation which they feel affects public health.

## **FINANCIAL IMPLICATIONS**

Legal Fees: \$5655.32

## **STRATEGIC PLAN VALUE**

- Accountability
- Ontario Public Health Standards
  - Food Safety Protocol
    - i. Compliance and Enforcement
      - 4) *The board of health shall establish practices that promote an inspection approach that focuses on compliance. Inspection practices shall include are not limited to: a) The use of compliance assistance activities; b) A risk based enforcement strategy; and c) The use of judgment.*
    - ii. Disclosure
      - 1) *The board of health shall publicly disclose a summary report on each routine and complaint based inspection of food premises. Reports: a) Must be posted on the board of health's website in a location that is easily accessible to the public within two weeks of a completed inspection. Reports must be posted for two years.*
  - Tobacco Protocol
    - i. Enforcement Activity

*The board of health shall use a compliance strategy that employs a balance of education, inspection, and progressive enforcement. "Progressive enforcement" means the use of warnings and graduated charging options to reflect the frequency and severity of the level of non-compliance.*
  - Electronic Cigarettes Protocol
    - i. Enforcement Activity

*The board of health shall use a compliance strategy that employs a balance of education, inspection, and progressive enforcement. "Progressive enforcement" means the use of warnings and graduated charging options to reflect the frequency and severity of the level of non-compliance.*

**REFERENCE/ CONSULTATION**

- Ontario Public Health Standards, Ministry of Health and Long-Term Care, 2018
- Health Protection and Promotion Act<sup>1</sup> and its Regulations
- Smoke-Free Ontario Act, 2017
- Electronic Cigarettes Act, 2015
- Tobacco Protocol, 2018, made under the Ontario Public Health Standards, Ministry of Health and Long-Term Care, 2018
- Electronic Cigarettes Protocol, 2018 made under the Ontario Public Health Standards, Ministry of Health and Long-Term Care, 2018
- Directives: Enforcement of the Smoke-Free Ontario Act (SFOA), Ministry of Health and Long-Term Care, January 1, 2016
- Directives: Enforcement of the Electronic Cigarettes Act, Ministry of Health and Long-Term Care, January 1, 2016

Prepared by:

Eric Serwotka  
Director, Public Health Programs

Reviewed by:

Dr. Piotr Oglaza  
Medical Officer of Health

**Email message received from Ayham Alomari, MD, MScGH, Senior Health Manager at the Canadian Red Cross**

Dear Bill, Sam and Donna,

I would like to thank you and your team for the great work and support you provided to me and my Red Cross team so far.

Our long meeting on Wednesday evening with Bill, Sam and Lena (from PHAC), all the scientific reviews and advices you provided to us during that meeting and later by emails and phones helped us to review and finalize our IPAC guidance for our staff and volunteers based on Health Canada, PHAC, WHO, Ontario Ministry of Health and Long-term Care and PHO guidance and tools. We wanted to ensure the guidance we are providing to our team are evidence-based and aligned with our federal and provincial guidance.

Also, we really valued the support from Donna and Morgan in helping us in the health briefings and PPE trainings to our team. And reinforcing the training on the site again before the arrival of the travellers and providing monitoring and friendly reminders during the long hours of registration. We got positive feedback from our team. They appreciated answering their questions and reminding them on the proper use of PPE and hand hygiene.

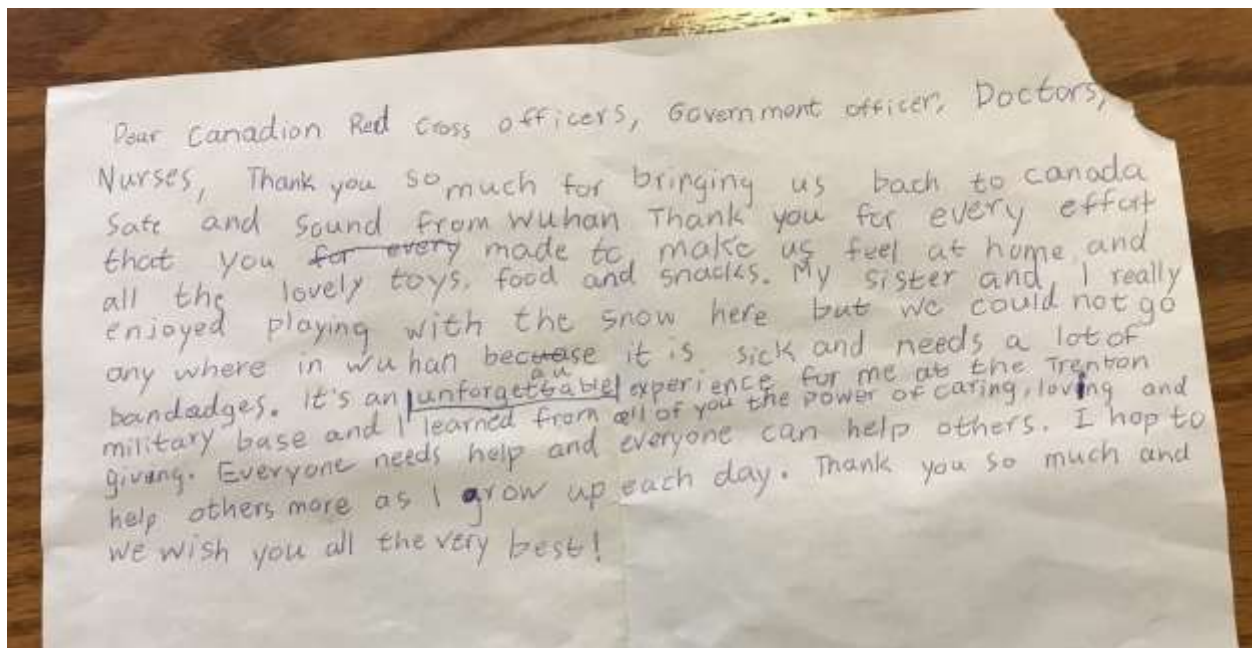
The support, leadership, scientific advices and flexibility Bill, Donna, Sam and all members of Bill's team were highly appreciated in the preparation and long hours of processing repatriates. Having your team in our area was a big help to ensure safe processes to protect staff and travellers and follow agreed PHAC protocols.

I am looking forward to continuing working with all of you,

Best regards,  
Ayham

PS. I am back in Ottawa now, my colleague Jaime Bourgoyne has taken over from me. I shared all your contacts with her.

## Letter received from a young repatriated Canadian



Dear Canadian Red Cross officers, Government officer, Doctors,  
Nurses, Thank you so much for bringing us back to Canada  
Safe and Sound from Wuhan. Thank you for every effort  
that you ~~for every~~ made to make us feel at home and  
all the lovely toys, food and snacks. My sister and I really  
enjoyed playing with the snow here but we could not go  
any where in Wuhan because it is sick and needs a lot of  
bandages. It's an <sup>an</sup>unforgettable experience for me at the Trenton  
military base and I learned from all of you the power of caring, loving and  
giving. Everyone needs help and everyone can help others. I hope to  
help others more as I grow up each day. Thank you so much and  
we wish you all the very best!

**Email message received from Christopher Leite, PhD, Senior Emergency Management Coordinator, Halton Region**

Hi Bill,

I just wanted to send a quick note to say it was a pleasure meeting you and working with your team last week.

I have had the opportunity to work with a number of public health units in these types of emergency situations, and I can say with full confidence that I have never worked with a more dedicated, personable, knowledgeable, and warm and welcoming team. The cooperation that happened in such a complex operation was not to be taken lightly and I think your team really made a difference for how positively this whole response has been met by the returnees.

Please send my congratulations to the rest of the team, they did a great job.

I hope to cross paths again.

Chris

**Christopher Leite, PhD**

**Senior Emergency Management Coordinator**

Business Planning & Corporate Initiatives

CAO's Office

**Halton Region**

[905-825-6000, ext. 3455](tel:905-825-6000) | [1-866-442-5866](tel:1-866-442-5866)







# Task Force PARATUS Commander's Commendation

Presented to

*Eric Serwotka*

As the senior representative of the Hastings Prince Edward Public Health (HPEPH) agency at CFB Trenton in support of Op GLOBE, Eric played a key role in coordinating and leading a team of health care professionals that were essential for mission success. Fulfilling vital roles and responsibilities during the reception and screening processes, Eric's leadership ensured his team was mission focused and provided passengers with a sense of calm and security. His professionalism and positive attitude were fundamental contributors in achieving mission success.

25 FEB 2020

Date



Colonel R.G. Deming, OMM, CD  
TF PARATUS Commander  
OP GLOBE

**Email message received from Joy Martin, Canadian Red Cross and Board of Health member dated February 28, 2020**

Good morning,

Just a note to express how good it was to be part of the recent COVID-19 response at CFB Trenton, as a volunteer with CRC and as a member of HPEPH.

It was a pleasure to work side-by-side with the HPEPH staff on-site, and I am proud of what we accomplished as a team of organizations, blending and using our skills to assist travellers.

While there, I heard many good comments about HPEPH, that indicated a sense of genuine confidence that the best health information, precautions and services were being provided to make certain that the health of all those involved was being protected.

I am grateful for the opportunity to have seen first-hand, this HPEPH services to travellers who arrived and were quarantined in our community, and those who assisted them while here, truly demonstrating collaboration, excellence and respect.

I am interested in learning more about HPEPH planning with regard to this global health concern, and look forward to any forthcoming updates.

With appreciation, and kind regards,  
Joy

Below is an email from Dr.Alomori, that I thought you'd like to share with the health team.

**From:** Ayham Alomari <[Ayham.Alomari@redcross.ca](mailto:Ayham.Alomari@redcross.ca)>

**Sent:** Saturday, February 22, 2020 7:21 PM

**To:** Joy Martin <[Joy.Martin@redcross.ca](mailto:Joy.Martin@redcross.ca)>

**Subject:** RE: Thank you !

Dear Joy,

Thanks a lot for your message and kind words. It means a lot to me.

It was my pleasure and privilege to work with you and other experienced CRC volunteers & staff and with Bill Sherlock's team as well.

What a great team!

I hope our Red Cross paths will cross again 😊

All the best,

Ayham

**Ayham Alomari , MD, MScGH**

Senior Health Manager | Gestionnaire Principal, Santé

Canadian Red Cross | Croix-Rouge canadienne

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Email message sent from Colonel Ryan Deming, Wing Commander 8 Wing, CFB Trenton

As we all catch our breath following the evolutions of the past 20+ days, and following three near-simultaneous significant events on Friday, 21 Feb, with the departure of Canadians leaving quarantine, the arrival of a new aircraft with returning Canadians, and a high-profile visit, I wanted to pass on a few words of appreciation.

While I understand that there are still many pieces of the operation that require focus and perseverance including: service delivery to our guests, preparations for the out-processing and return to normal life of our guests from the second Canadian-chartered aircraft, capturing of key lessons learned, the remediation and cleaning phases and the recognition of the exceptional efforts of individuals and organizations, it feels like an appropriate time to pass this message.

The resolve and professionalism displayed by all since the beginning of this operation is remarkable. While each organization has its responsibilities and areas of expertise, the collaboration and cooperation across all levels was inspiring. The dedication each team member employed to accomplish the Whole of Government operation was apparent in our collective ability, regardless of challenge, to deliver on all facets of the request. From my humble perspective, this is indicative of the consummate professionals we have in our organizations and the pride we all share of being Canadian and helping our fellow Canadians.

As we continue toward the accomplishment of the final stages of this operation in Trenton, I believe it is important for us to take time to reflect on the successes to date. These successes are highlighted by visitors like Her Excellency the Governor General, Julie Payette and Canada's Minister of Health, Patty Hajdu and how they were both impressed with our ability to provide a collaborative, solutions-based response to a critical task. The key reinforcement has already come from our guests that left on Friday and those that prepare for departure on Tuesday by virtue of their comments on how well they have been looked after and the positive demeanour of all those they have interacted with during their time in quarantine (from the greetings they received as they disembarked the aircraft through to the aid in the final stages of their journey as they departed CFB Trenton). Those that have left, have done so knowing that you were there to take care of them, to respect their privacy and ultimately to treat them the way that you and your family would have wanted to experience had the roles been reversed. You have all delivered in spades.

I trust the next few days will pass quickly with many significant milestones still to achieve. However, I wanted to take a quick moment of your time to express my gratitude and respect for all of you and your teams for what you have accomplished and what you do on a daily basis. I am both humbled and proud of the experience that has been afforded to me to work alongside each of you.

On behalf of the women and men of the Canadian Armed Forces and those supporting Op GLOBE and Task Force PARATUS, thank you!

Very Respectfully,

Ryan Deming  
Colonel  
Wing Commander 8 Wing

**Listing of Information Items  
Board of Health Meeting – April 1, 2020**

1. Peterborough Public Health – Letter to C. Mulroney and C. Elliott re: Off Road Vehicles and Bills 107 and 132 dated January 29, 2020
2. Public Health Sudbury & Districts – Letter to P. Hajdu and C. Elliott re: Fully Funded Universal Healthy School Food Program dated January 31, 2020
3. Windsor-Essex County Health Unit – Letter to C. Elliott re: Healthy Smiles Ontario Funding Dated January 17, 2020
4. City of Hamilton – Letter to P. Hajdu and C. Elliott re: Endorsement of Correspondence re: Vaping Recommendations dated January 20, 2020
5. Eastern Ontario Health Unit – Letter to C. Elliott re: 2020 Municipal Cost Share of Public Health Funding dated February 12, 2020
6. Grey Bruce Public Health – Letter to P. Hajdu re: Comprehensive Measures to Address the Rise of Vaping in Canada dated March 3, 2020
7. Grey Bruce Public Health – Letter to C. Elliott re: The Harms of Vaping and the Next Steps for Regulation dated March 3, 2020
8. Peterborough Public Health – Letter to C. Elliott re: Support for a Seamless Provincial Immunization Registry dated March 5, 2020
9. City of Hamilton – Letter to C. Elliott and Dr. D. Williams re: Support for a Seamless Provincial Immunization Registry dated October 30, 2019.

*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).*