



## Ottawa Board of Health

### Minutes

**Meeting #:** 8  
**Date:** December 4, 2023  
**Time:** 5:00 pm  
**Location:** Champlain Room, 110 Laurier Avenue West, and by electronic participation

**Present:** Chair Catherine Kitts, Vice-Chair Tammy DeGiovanni, Member Elyse Banham, Member Brent Bauer, Member Danielle Brown-Shreves, Member Marty Carr, Member Laura Dudas, Member Glen Gower, Member Theresa Kavanagh, Member Rawlson King

**Absent:** Member Sabrina Chung

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1. Notices and meeting information for meeting participants and the public  
Please see the attached document for public notices and meeting information, including: availability of simultaneous interpretation and accessibility accommodations; *in camera* meeting procedures; processes and timelines for

written and oral submissions; personal information disclaimer for correspondents and public speakers; notices regarding minutes; and remote participation details.

2. Announcements / Ceremonial Activities

**First Nations, Inuit, Métis Elders will offer opening prayers.**

First Nations, Inuit, Métis Elders offered opening prayers to end the year in a good way.

3. Roll Call

Member Chung was absent during roll call.

4. Regrets

Member Chung sent regrets.

5. Declarations of Interest

No Declarations of Interest were filed.

6. Confirmation of Minutes

**Confirmation of minutes of the meeting of November 6, 2023.**

**Carried**

7. Communications

**Three communication items have been received (held on file with the Board of Health Secretary).**

8. Motion to Introduce Reports

**Motion No. BOH 8/1**

Moved by Member Danielle Brown-Shreves

**BE IT RESOLVED THAT the Chair of the Board of Health Verbal Report, the Medical Officer of Health Verbal Report, and the reports titled: 2024 Draft Operating Budget for the Ottawa Board of Health; Ottawa Public Health Submission to Health Canada on the Second Legislative Review of the Tobacco and Vaping Products Act; and Performance Appraisal of Medical Officer of Health - In Camera – Personal Matters About an Identifiable Individual - Reporting Out Date: Not to be reported out, be received and considered;**

**AND BE IT FURTHER RESOLVED that the Rules of Procedure be suspended to receive and consider the revised version of the report titled Ottawa Public Health's Strategic Plan for 2023-2027 – Strategic Action Plan, as circulated to Board Members on November 24, 2023.**

**Carried**

8.1 Chair of the Board of Health Verbal Report

File ACS2023-OPH-BOH-0014 – City-wide

As part of her verbal report, Chair Kitts, congratulated Board Member, Dr. Danielle Brown-Shreves, for two recent awards – the Family Physician of the Year Award from the Ontario College of Family Physicians, and the Top 100 Award from the Women's Executive Network. She talked about the impacts of stressful events and pointed to some OPH resources to help people cope. She provided an update on hers, Vice-Chair DeGiovanni's and Member Bauer's recent participation in the Association of Local Public Health Agencies' (aLPHa) Fall Symposium. The Chair then highlighted AIDS Awareness Day and some holiday messaging, including tips for protecting ourselves against the respiratory illnesses circulating in our community.

Discussions on this item lasted approximately 10 minutes. The Board then voted to RECEIVE the Chair's Verbal Report.

**That the Board of Health for the City of Ottawa Health Unit receive this verbal report for information.**

**Received**

8.2 Medical Officer of Health Verbal Report

File ACS2023-OPH-MOH-0009 – City-wide

Dr. Etches began her verbal report by recognizing the many employees who have been with Ottawa Public Health through the pandemic, as the health unit reaches the final phase of demobilizing its dedicated COVID-19 response. She noted that the work related to COVID-19 and respiratory viruses is not ended and she talked about the many aspects that will continue, as part of core operations. She talked about National Day of Remembrance and Action on Violence Against Women and provided a

look ahead to 2024 and the ways in which OPH's work will be guided by its multi-year strategic objectives.

Following her verbal report, Dr. Etches responded to questions from Board Members.

Discussions on this item lasted approximately 25 minutes. The Board then voted to RECEIVE the Medical Officer of Health's Verbal Report.

**That the Board of Health for the City of Ottawa Health Unit receive this verbal report for information.**

**Received**

### 8.3 2024 Draft Operating Budget for the Ottawa Board of Health

File ACS2023-OPH-PCS-0007 – City-wide

Mohammad Kibria, Manager, Manager, MOH Business & Development Support Services, spoke briefly to a PowerPoint presentation, which served to update the Board on the Budget approval process. A copy of his presentation is held on file with the Board of Health Secretary.

Following the presentation, staff responded to questions from Board Members.

Written submissions were received from the following individuals, all of which were circulated to Board Members in advance of the meeting and held on file with the Board of Health Secretary:

- Jessica Turner
- Mike Buckthought
- Rebecca Wettlaufer
- Morgan Teatero
- Michaela Smith
- Angela Murray
- Scott Farley
- Olivia Sullivan
- Liz Radzick

The Board then proceeded to vote on Motion 8/2. The discussion on this item lasted approximately 25 minutes.

**That, at its meeting of December 4, 2023, the Board of Health for the City of Ottawa Health Unit:**

- 1. Approve the 2024 Draft Operating Budget for the Ottawa Board of Health;**
- 2. Upon the Board of Health's approval of the 2024 Draft Operating Budget for the Ottawa Board of Health, direct staff to forward the report to Ottawa City Council, for consideration on December 6, 2023, as part of City Council's approval of the City of Ottawa 2024 Draft Operating and Capital budget; and**
- 3. Upon approval of the 2024 Draft Operating Budget for the Ottawa Board of Health by the Board of Health and Ottawa City Council, direct the Medical Officer of Health (or delegate), on behalf of the Board of Health, to forward the 2024 Annual Service Plan and Budget Submission to the Ontario Ministry of Health (MOH) for consideration based on the approved 2024 Operating Budget for the Ottawa Board of Health.**

**Carried as amended**

**Motion No. BOH 8/2**

**That the Board of Health for the City of Ottawa Health Unit:**

- 1. Approve the 2024 Draft Operating Budget for the Ottawa Board of Health, outlined at Document 1, as follows:**
  - a. Page 5 – Ministry of Health Programs & Standards:**
    - i. Cost Shared Core Programs;**
    - ii. Ontario Seniors Dental Care Program;**
    - iii. Healthy Babies Healthy Children;**
    - iv. 100% City Programs;**
    - v. Miscellaneous Programs;**
    - vi. COVID-19 – One Time; and**
  - b. Page 9 – User Fees;**

2. **Upon the Board of Health’s approval of the 2024 Draft Operating Budget for the Ottawa Board of Health, direct staff to forward the report to Ottawa City Council, for consideration on December 6, 2023 as part of the City Council’s approval of the City of Ottawa 2024 Draft Operating and Capital budget; and**
3. **Upon approval of the 2024 Draft Operating Budget for the Ottawa Board of Health by the Board of Health and Ottawa City Council, direct the Medical Officer of Health (or delegate), on behalf of the Board of Health, to forward the 2024 Annual Service Plan and Budget Submission, to the Ontario Ministry of Health (OMOH) for consideration based on the approved 2024 Operating Budget for the Ottawa Board of Health.**

**Carried**

8.4 Ottawa Public Health’s Strategic Plan for 2023-2027 –Strategic Action Plan

File ACS2023-OPH-KPQ-0006– City-wide

Staff responded to questions from Board Members. Discussions on this item lasted approximately 10 minutes, after which the Board voted to CARRY the report.

**That the Board of Health for the City of Ottawa Health Unit approve Ottawa Public Health’s Strategic Action Plan, as outlined in Document 1.**

**Carried**

8.5 Ottawa Public Health Submission to Health Canada on the Second Legislative Review of the Tobacco and Vaping Products Act

File ACS2023-OPH-HPP-0006 – City-wide

**That the Board of Health for the City of Ottawa Health Unit receive the Medical Officer of Health’s submission to Health Canada on proposed amendments to tobacco and vaping products regulations, as outlined in Document 1, and approve the recommendations contained therein.**

Carried

## 9. In Camera Items\*

**NOTICE\***

**In Camera Items are not subject to public discussion or audience. Any person has a right to request an independent investigation of the propriety of dealing with matters in a closed session. A form requesting such a review may be obtained, without charge, from the City's website or in person from the Chair of this meeting. Requests are kept confidential pending any report by the Meetings Investigator and are conducted without charge to the Requestor.**

**BE IT RESOLVED THAT the Board of Health for the City of Ottawa Health Unit resolve In Camera pursuant to Section 13(1)(b) of the Procedure By-law 2011-1 to consider personal matters about an identifiable individual, including staff with respect to the performance appraisal of the Medical Officer of Health.**

9.1 Performance Appraisal of Medical Officer of Health - – In Camera – Personal Matters About an Identifiable Individual. Reporting Out Date: Not to be Reported Out

File ACS2023-OPH-BOH-0015 – City-wide

**Report issued separately**

This item was CARRIED on consent, eliminating the need for the Board to move In Camera.

Carried

## 10. Motion to Adopt Reports

**Motion No. BOH 8/3**

Moved by Member Danielle Brown-Shreves

**BE IT RESOLVED THAT the Chair of the Board of Health Verbal Report, the Medical Officer of Health Verbal Report, and the reports titled: 2024 Draft Operating Budget for the Ottawa Board of Health; Ottawa Public Health's Strategic Plan for 2023-2027 – Strategic Action Plan; Ottawa Public Health**

**Submission to Health Canada on the Second Legislative Review of the Tobacco and Vaping Products Act; and Performance Appraisal of Medical Officer of Health - In Camera – Personal Matters About an Identifiable Individual - Reporting Out Date: Not to be reported out, be received and considered.**

**Carried**

11. Motions Requiring Suspension of the Rules of Procedure

There were no motions requiring suspension of the rules.

12. Notices of Motions (For Consideration at Subsequent Meeting)

There were no Notices of Motion.

13. Confirmation By-law

**Motion No. BOH 8/4**

**BE IT RESOLVED THAT Confirmation By-law no. 2023-7, a by-law of the Board of Health for the City of Ottawa Health Unit to confirm the proceedings of the Ottawa Board of Health at its meeting of December 4, 2023, be read and passed.**

14. Inquiries

There were no inquiries.

15. Adjournment

The Board adjourned the meeting at 6:40 p.m.

16. Next Meeting

Monday, February 12, 2024 - 5:00 PM

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Original signed by D. Blais, Board  
Secretary

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Original signed by Councillor C.  
Kitts, Board Chair