

Clause 18 in Report No. 12 of Committee of the Whole was adopted, without amendment, by the Council of The Regional Municipality of York at its meeting held on September 22, 2016.

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## Renewal of Contracted Services for York Region Public Health

Committee of the Whole recommends adoption of the following recommendations contained in the report dated August 15, 2016 from the Medical Officer of Health and the Commissioner of Community and Health Services:

1. Council authorize the agreements between The Regional Municipality of York and the service providers listed in Attachment 1 and Private Attachment 1 for a one-year term, effective October 1, 2016.
2. The Commissioner of Community and Health Services be authorized to execute the agreements on behalf of the Region.
3. The Commissioner of Community and Health Services be authorized to exercise the option to extend each of the agreements for four further one-year terms, provided that the contractor has performed the services to the satisfaction of the Commissioner and is within the annual approved budget.

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Report dated August 15, 2016 from the Medical Officer of Health and the Commissioner of Community and Health Services now follows:

### 1. Recommendations

It is recommended that:

1. Council authorize the agreements between The Regional Municipality of York and the service providers listed in Attachment 1 and Private Attachment 1 for a one-year term, effective October 1, 2016.
2. The Commissioner of Community and Health Services be authorized to execute the agreements on behalf of the Region.
3. The Commissioner of Community and Health Services be authorized to exercise the option to extend each of the agreements for four further one-year terms, provided that the contractor has performed the services to the

satisfaction of the Commissioner and is within the annual approved budget.

## 2. Purpose

This report seeks authorization for the purchase of services between The Regional Municipality of York and service providers for public health programs.

This report is prepared for Council in order for it to carry out its legislative duties and responsibilities as a Board of Health under the *Health Protection and Promotion Act*.

Private Attachment 1 of this report is private pursuant to section 239(2) (a) of the Municipal Act because the subject matter of the attachment involves the security of the property of the Region.

## 3. Background

A revised purchasing bylaw was approved by Council in June 2014

The Region's former purchasing bylaw (2009-49) was revised to reflect the current municipal purchasing environment. As part of the bylaw's revision, Schedule A was removed which provided exemptions from the procurement requirements of the bylaw for the purchase of professional and special services. Some purchases made by York Region Public Health which were previously exempted from the requirements of the bylaw by Schedule A, are no longer exempt under the current purchasing bylaw

Under the Region's purchasing bylaw, Council's approval is needed in certain circumstances

The purchasing bylaw (2014-53) permits direct purchases under certain circumstances. Section 9.1 (a) allows for the direct purchase where the paramount consideration is the compatibility of a purchase with an existing equipment or service. Section 9.1 (b) permits direct purchases where there is only one legal entity reasonably capable of providing the deliverables.

Council approval is required to award contracts under sections 9.1 (a) and (b) where the total costs exceed \$100,000. Section 16.1 (a) of the bylaw requires Council approval where the term of a proposed contract is for a period of greater than five years or where the renewal or extension of a contract would result in an aggregate term of greater than five years. Regional Council approved the renewal of contracted services for York Region Public Health on September 24, 2015. In order to meet operational requirements, however, York Region Public Health reassessed its purchasing needs which necessitated the update of values and vendors listed in this report. As a result of this reassessment, York Region Public Health seeks further approvals for contracted services in Attachment 1 and Private Attachment 1.

Public Health purchases services to support the effective and efficient delivery of programs and services

As part of the delivery of programs and services mandated by the Ontario Public Health Standards (2014), York Region Public Health purchases services from outside contractors and service providers. These purchases vary depending on the program and type of service needed. Table 1 outlines the categories of purchases made by York Region Public Health, including the rationale for making these types of purchases and examples of service providers. Service providers and the types of services they provide are detailed in Attachment 1 and are broken down by the following categories:

**Table 1**  
**Categories of Purchases by York Region Public Health**

Category	Rationale for Purchase	Examples of Purchases
Educational Materials, Curriculum and Supplies	Purchases provide educational materials, online curriculum, testing and education for the public and staff. These materials are often provided by specialized service providers and/or provide the same services to other health units/organizations.	Online prenatal curriculum Food Handler Certification exam answer keys and marking
Health Protection Supplies and Services	Purchases support health protection activities conducted across the region.	Removal and disposal of bats in contact with humans Water sample testing

Category	Rationale for Purchase	Examples of Purchases
Media Purchases for Health Promotion Campaigns	Purchases support the delivery of universal health communication campaigns. As many media outlets and facilities are privately owned, the Region must purchase space to promote campaign messages. These service providers differ depending on demographic, scale of project and geographic distribution.	York Region Transit buses Campaigns in movie theatres Messaging in York Region newspapers (including ethnic publications) and other print media
Contraceptive Products	Purchase of contraceptive products for sexual health clinics.	Contraceptive pills, devices
Medical Professionals, Medical and Clinical Services and Supplies	Purchases support the health promotion, protection and prevention mandates of York Region Public Health. These purchases involve the delivery of medical and clinical services that take place across the region.	Professional services for sexual health clinics Dispensing of tuberculosis medication Oxygen tanks Security monitoring for vaccine refrigeration
Health Research, Journals and Publications	Purchases support the delivery of evidence-based public health programs, services and policies.	Print and electronic journal subscriptions Access to online literature databases Participation in province-wide Rapid Risk Factor Surveillance System which is an ongoing survey of our residents related to key public health programs and indicators
Software, Licences and Maintenance	Purchases maintain access to online and software based programs.	Fluid survey, an online survey software NVIVO qualitative data analysis software
Health Programs – Transportation	Purchases provide access to York Region Public Health programs and services for individuals who may not be able to access them otherwise.	Taxis for clients as part of the prenatal programs and parenting programs

Category	Rationale for Purchase	Examples of Purchases
Miscellaneous	Purchases support ongoing program operations. These purchases do not distinctly fall within the above categories.	Online Legal searches for York Region businesses Purchase of grocery store and gift cards for clients who have food insecurity
One Time Funding	Purchases to support one time Ministry based funding opportunities or one time funding allocations for health unit spending within a specified time frame. These opportunities may arise at undetermined times with specified requirements for spending of Ministry funds.	Public Health campaigns Promotion of a program

#### 4. Analysis and Options

York Region Public Health purchases were reviewed to ensure compliance with the 2014 bylaw

A review was undertaken of all York Region Public Health purchases that were in place to support program and service delivery covered under:

- Schedule A of the former purchasing bylaw (2009-49); and/or
- Sections 9.1 (a) and (b) and Section 16.1 (a) of the current purchasing bylaw (2014-53)

Attachment 1 and Private Attachment 1 provides details, including vendors, descriptions of services, and approximate annual totals per category of purchases. This list is comprehensive, but changes to service providers can take place from time to time, requiring York Region Public Health to be flexible with regards to who provides the service. For example, in July 2015, Newad Media purchased Zoom Media. Zoom Media is a service provider used by the Region for media buys.

York Region Public Health is recommending the approval to purchase goods and service agreements listed in Attachment 1 and Private Attachment 1

The public health environment is mandated by the Ontario Public Health Standards (2016). Through these Standards, the Region delivers a range of programs and services to residents under broad categories of: assessment and surveillance, health promotion and policy development, disease and injury prevention and health protection.

Due to the unique public health environment, some service providers are challenging to recruit. Finding a suitable and reliable service provider can be difficult. This makes the ability to retain these service providers important to support successful public health programming on a year-to-year basis.

Therefore, the purchase of goods and services outlined in Attachment 1 and Private Attachment 1 will continue to be renewed annually if contractor service performance is positive and the budgets remain within approved amounts as outlined in the 2015-2018 Multi-Year Budget.

Link to key Council-approved plans

Compliance with applicable legislation and delivering effective, efficient and evidence-based public health programming contributes to objectives of Protecting Public Health under the Support Community Health and Well-being priority area of the 2015-2019 Strategic Plan. It also aligns with an action of Vision 2051 to foster the health and well-being of the population through the promotion and protection of health and the prevention of illness

## 5. Financial Implications

York Region Public Health has been executing annual purchase of service with the individual service providers as outlined in Attachment 1 and Private Attachment 1. The costs for these service agreements are comparable to market value for these deliverables and professionals with the required qualifications and experience.

Public health programs and services are funded by the Ministry of Health and Long-Term Care (75% approximately) and the tax levy (25% approximately). Expenditures are managed within York Region Public Health's annual approved operating budget.

Service providers for York Region Public Health are chosen based on one or more of the following reasons:

- The unique public health environment can limit the number of different service providers capable of delivering the services needed
- Service providers may be used by other public health units from across the province to purchase the same service
- There is only one service provider capable of delivering the specialized services required by public health
- Service providers are determined by manufacturers, limiting our ability to find alternatives

As new service providers emerge within the marketplace, York Region Public Health will consider these new service providers to ensure value-for-dollar can be achieved while delivering the best service that meets public health needs.

All expenditures are managed within York Region Public Health annual approved operating budget. The estimated total annual agreement values in 2016 are \$1,268,000. In exercising the option to renew the agreements outlined in this report, approved budgets and market variables such as fluctuating Canadian to US exchange rates or industry specific increases will be taken into account.

## 6. Local Municipal Impact

Delivering effective, efficient and evidence-based programs and services to residents ensures that the region and its local municipalities are offered high quality public health programming that meets local and regional needs.

## 7. Conclusion

Approval of the purchase of goods and recommended service agreements identified in Attachment 1 and Private Attachment 1 will enable York Region Public Health to continue with the services currently provided that support the delivery of public health programs and services mandated through the Ontario Public Health Standards.

For more information on this report, please contact Dr. Karim Kurji, Medical Officer of Health at ext. 74012.

The Senior Management Group has reviewed this report.

Approved for Submission:

Bruce Macgregor  
Chief Administrative Officer

August 15, 2016

Attachment (1)  
Private Attachment (1)

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Accessible formats or communication supports are available upon request

## Purchasing Activities of the Public Health Branch

Types of Service Providers	Types of Services Provided
<b>Category: Educational Materials, Curriculum and Supplies</b>	
<b>Category Annual Total Estimate: \$41,000</b>	
Allan Wayne Publishing Apperson/Camtria Customized Communications Inc. (CCI) Clean Air Champions (A program of Motivate Canada) Superior Medical Nursing Child Assessment Satellite Training (NCAST) Program Step 2 Education International Inc. Best Start (Health Nexus) Living Works Educational Support to Public Health Emergency Support group Environmental Health Foundation of Canada	Example of purchases: <ul style="list-style-type: none"> <li>• Custom educational books for children on vector-borne diseases</li> <li>• Answer key (scantron) for Food Handler Certification exams</li> <li>• Access to and content for online prenatal curriculum which is a new program enhancement under Child and Family Health</li> <li>• Keynote earth day interactive presentation to 100 elementary students (grades 4-6)</li> <li>• Teaching supplies i.e. Videos, dolls, posters, etc. for Child and Family Health Programs</li> <li>• Training products and materials for NCAST certification</li> <li>• Online Breastfeeding course for new staff</li> <li>• SafeTalk (suicide prevention) training for staff</li> <li>• Professional support and education for the Public Health Emergency Support group</li> </ul>
<b>Category: Health Protection Supplies and Services</b>	
<b>Category Annual Total Estimate: \$44,000</b>	
AAA Gates Wildlife Control HACH Pestalto York Durham Environmental Lab ClearTech	Examples of services purchased: <ul style="list-style-type: none"> <li>• The capture of live bats that have come into contact with York Region Residents and then euthanizing and submitting for testing.</li> <li>• Chlorine residual test kits and chlorine reagents, turbidity metres, calibration kits along with annual maintenance</li> <li>• DC Mosquito light traps for vector-borne diseases program which is required as part of our mosquito surveillance program.</li> <li>• Water sample testing</li> <li>• Calibration and annual maintenance of drinking water chlorine residual test kits and turbidity meters</li> </ul>
<b>Category: Media Purchases for Health Promotion Campaigns</b>	
<b>Category Annual Total Estimate: \$603,000</b>	
Bell Media CBS Outdoor (now Outfront Media) Clear Channel Corus Entertainment Creative Displays Technologies Facebook Futuresign GO Station Advertising (IMA Outdoor Inc.) Newad (note, as of July 15, 2015, Newad has purchased Zoom Media, with the exception of fitness locations)	Examples of services purchased: <ul style="list-style-type: none"> <li>• Media advertisements and purchases to promote public health campaigns and messages to target audiences</li> <li>• Print ad buys for various public health campaign messaging</li> <li>• Promotion of public health programs and services</li> <li>• Static and digital ads at shopping malls across the region</li> <li>• Advertisement for West Nile Virus and Lyme Disease information to York Region residents</li> </ul>

Types of Service Providers	Types of Services Provided
Pattison Outdoor Advertising PHSN/CHMN (Canadian Health Media Network) Rogers Media The Weather Network Zoom Media Cineplex Media Metro Land Papers/YR Media Group and ethnic newspapers Municipal Parks and Recreation Guides NeoTraffic Accessible IT Adtegrity The Region radio station (105.9) Fairchild radio station Barrie Radio station YouTube/Google Ads Rainbow Canadian Russian Press Municipal Media Inc Twitter	
<b>Category: Medical Professionals, Medical and Clinical Services and Supplies</b>	
<b>Category Annual Total Estimate: \$244,000</b>	
Nurse Practitioner Merck – Gardasil 9 vaccine Stevens Centric Pharmacy Dale’s Pharmacy Health-Plus Pharmacy Various clinic physicians Medial Consultant Gamma Dynacare In Spec Systems Levitt Safety Market Lab Inc. (Southmedic) Medigas/Praxair Medella Mother’s Choice (Ameda/Hollister)	Examples of services or purchases: <ul style="list-style-type: none"> <li>• Medical professional services for the sexual health clinics</li> <li>• Dispensing of TB medication.</li> <li>• Laboratory diagnostic testing</li> <li>• Security/alarms for vaccine storage in fridges</li> <li>• Annual calibration of Portacount machine which is used for mask-fit testing process on an annual basis.</li> <li>• Phlebotomy supplies such as blood draw table, phlebotomy wedges (arm rests), blood draw station accessories</li> <li>• Provision of O2 tanks, exchange when empty or expired and service if required.</li> </ul>
<b>Category: Contraceptive Products</b>	
<b>Category Annual Total Estimate: \$85,000</b>	
Bayer Paladin Pamco Tri-Medic Janssen Merck McKesson	Example of services or purchases: <ul style="list-style-type: none"> <li>• Sale of Contraceptive products to sexual health clinic program at low cost</li> </ul>

<b>Category: Health Research, Journals and Publications</b>	
<b>Category Annual Total Estimate: \$161,000</b>	
<p>Ebsco Canada Elsevier/Science Direct USD Ovid Technologies USD Proquest Public Health USD Proquest RefWorks USD Canadian Mental Health Association Institute for Social Research</p>	<p>Examples of services purchased:</p> <ul style="list-style-type: none"> <li>• Access to online journals and books</li> <li>• Public Health Library medical and healthcare related databases, multidisciplinary in scope (Medline, HealthStar, Cochrane Database of Systematic Reviews &amp; PsycInfo) for evidence based research</li> <li>• Searchable online databases with a public health focus; includes full text journals, reports, dissertations, news and trade reports. Subject areas include: Environmental Health, Business, maternal &amp; child Health, Epidemiology</li> <li>• Online research management systems, collaboration tool for storing, managing information</li> <li>• Ontario student drug use and health survey</li> <li>• Rapid Risk Factor Surveillance System (RRFSS)</li> </ul>
<b>Category: Software, Licences and Maintenance</b>	
<b>Category Annual Total Estimate: \$25,000</b>	
<p>Mail Chimp NVIVO (QSR) Prezi Lynda.com Travex SmartDraw Environmental Analytical Systems</p>	<p>Examples of services purchased:</p> <ul style="list-style-type: none"> <li>• Online email program used to send mass emails to registered clients interested in receiving information from Public Health. This online software has functionality to collect metrics on the emails that are useful for evaluating and monitoring campaign performance</li> <li>• Qualitative analysis software used to assess and evaluate programs and services. NVIVO is one of the most common qualitative analysis software used in the qualitative data analysis field</li> <li>• Presentation software</li> <li>• Online education for training and development through video courses in software, creative business skills</li> <li>• Travel health information and consultation for travel vaccines</li> <li>• Indoor air quality equipment, calibration and maintenance</li> </ul>
<b>Category: Health Programs Transportation</b>	
<b>Category Annual Total Estimate: \$27,000</b>	
<p>Markham Avenue Taxi Today's Taxi Georgina Taxi Royal Tax Astro Taxi Viva/YRT</p>	<p>Services purchased:</p> <ul style="list-style-type: none"> <li>• Transportation services or bus tickets for clients to attend programs</li> </ul>
<b>Category: Miscellaneous</b>	
<b>Category Annual Total Estimate: \$35,000</b>	
<p>Ontario Corp PC and Fresh Co Grocery Store Gift Cards Cilcia Productions 360Kids Maxill</p>	<p>Examples of services purchased:</p> <ul style="list-style-type: none"> <li>• Legal Corporate Searches</li> <li>• Gift card given to clients in the home visiting program who have food insecurity identified as a concern. During pregnancy and up to 6 month of baby's age</li> <li>• Gift cards for incentives for clients participating in Clean Air at Home Campaign</li> </ul>

	<ul style="list-style-type: none"> <li>• Consulting Services</li> <li>• Promotional Toothbrushes</li> </ul>
<b>Category: Expenses related to one time funding opportunities</b>	
<b>Category Annual Total Estimate: Unknown</b>	
One time Ministry based funding opportunities or one time funding allocations for program use within a specified time frame as funding opportunities are released	
<b>Grand Total Annual Expenditures for Purchases of Service Annual Estimate: \$1,265,000</b>	