

**Wellington-Dufferin-Guelph Public Health  
MINUTES OF BOARD OF HEALTH  
Wednesday February 7, 2024**

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The Board of Health of Wellington-Dufferin-Guelph Public Health Unit met at 2:00 p.m. via the Zoom platform.

**Members in attendance were:** George Bridge (Chair), David Anderson, Linda Busuttil, Guy Gardhouse, Rodrigo Goller, Erin Caton, Sandra Starr, Duncan Bull, Steve Cavell, Ralph Manktelow, and Chris White.

**Member(s) with regrets:** NONE.

**Ex-officio member(s) in attendance:** Dr. Mercer, Medical Officer of Health & CEO.

**Staff members in attendance were:** Chris Beveridge, Rita Isley, David Kingma, Dr. Matthew Tenenbaum (AMOH), Kyle Wilson, Danny Williamson, Karen Mulvey, Lisa Hebden, Paul Medeiros, Phil Wong, Brian Herman, Emerson Rajaram, Liliana Marinko, Ms. Camille Loucks, Julian Martalog, Anna Vanderlaan, Shelby Leenders, Mary Anne Kozdras, Shelley Nuhn and Laura Kelly (Recording Secretary).

**Guests in attendance were:** Joanne Shuttleworth (MEDIA), and Adam Donaldson (MEDIA).

**1.0 Call to Order**

Dr. Mercer called the meeting to order at 2:05 p.m. and read the WDGPH Land Acknowledgement in full.

**2.0 Disclosure(s) of Pecuniary Interest**

There are no disclosures of pecuniary interest declared at this time.

**3.0 2024 Inaugural Meeting:**

**Elect Chair**

Nominations for the position of Board Chair were opened by Dr. Mercer.

C. White nominated G. Bridge as Chair.

R. Goller seconded the nomination.

G. Bridge accepted the nomination.

**MOTION: “To close the nominations for the position of Board Chair.”**

**Moved:**

**E. Caton**

**Seconded:**

**L. Busuttil**

**CARRIED**

G. Bridge assumed the Chair and continued with the election of the Vice-Chair.

**Elect Vice-Chair**

G. Bridge introduced new board member Sandra Starr and opened the nominations for the position of Vice-Chair.

R. Goller nominated L. Busuttil as Vice-Chair.

D. Anderson seconded the nomination.

L. Busuttil accepted the nomination.

**MOTION: “To close the nominations for the position of Vice-Chair.”**

**Moved: E. Caton**  
**Seconded: R. Manktelow CARRIED**

**Elect Secretary-Treasurer**

It was noted that the Secretary-Treasurer is automatically the Chair of the Finance + Audit Committee. Nominations for the position of Secretary-Treasurer were opened by G. Bridge.

L. Busuttil nominated C. White as Secretary-Treasurer.

S. Cavell seconded the nomination.

C. White accepted the nomination.

**MOTION: “To close the nominations for the position of Secretary-Treasurer.”**

**Moved: D. Anderson**  
**Seconded: D. Bull CARRIED**

**Elect Human Resources Chair**

Nominations for the position of Human Resources Chair were opened by G. Bridge, Chair.

C. White nominated G. Gardhouse as Human Resources Committee Chair.

D. Anderson seconded the nomination.

G. Gardhouse accepted the nomination.

**MOTION: “To close the nominations for the position of Human Resources Committee Chair.”**

**Moved: R. Manktelow**  
**Seconded: L. Busuttil CARRIED**

## Establish Membership for Standing Committees

G. Bridge, BOH Chair advised that he would like to be a member of all the Standing Committees.

**MOTION: “That the BOH Chair is a member of each of the BOH Standing Committees and Chair of the Executive Committee.”**

**Moved:** R. Goller  
**Seconded:** S. Cavell **CARRIED**

### Finance + Audit Committee

As previously noted, the Secretary-Treasurer is automatically the Chair of the Finance + Audit Committee. Therefore, C. White is the Finance + Audit Chair.

Finance + Audit Committee membership for 2024 was confirmed as follows:

<b>Finance &amp; Audit Committee:</b>	<b>2024</b>
Representing Wellington	Chris White ( <i>Chair</i> )
Representing Wellington	George Bridge ( <i>Board Chair</i> )
Representing Dufferin	Sandra Starr
Representing Dufferin	Ralph Manktelow
Representing City of Guelph	Rodrigo Goller
Representing City of Guelph	Linda Busuttill ( <i>Vice Chair</i> )

### Human Resources Committee

Human Resources Committee membership for 2024 was confirmed as follows:

<b>Human Resources Committee:</b>	<b>2024</b>
Representing Wellington	David Anderson
Representing Wellington	George Bridge ( <i>Board Chair</i> )
Representing Dufferin	Guy Gardhouse ( <i>Chair</i> )
Representing Dufferin	Steve Cavell
Representing City of Guelph	Erin Caton

### Executive Committee

The Executive Committee is comprised of the Board Chair, the Vice-Chair, the Finance + Audit Committee Chair and the Human Resources Committee Chair. Therefore, the Executive Committee membership for 2024 was confirmed as follows:

<b>Executive Committee:</b>	<b>2024</b>
Representing Wellington	George Bridge ( <i>Chair</i> )
Representing Wellington	Chris White ( <i>Secretary-Treasurer</i> )
Representing Dufferin	Guy Gardhouse ( <i>Human Resources Chair</i> )
Representing City of Guelph	Linda Busuttill ( <i>Vice Chair</i> )

**MOTION: “To accept the 2024 membership of the Finance + Audit Committee; the Human Resources Committee; and the Executive Committee, as stated above.”**

**Moved: D. Anderson**  
**Seconded: R. Goller** **CARRIED**

**Dates and Times of Regular Meetings**

The Board has agreed to meet at 2:00 p.m. on the first Wednesday of each month, with the exception of January, July, August, and October, when the Board is not scheduled to meet. The Board dates for 2024 are as follows:

**February 7**  
**March 6**  
**April 3**  
**May 1**  
**June 5**  
**September 4**  
**November 6**  
**December 4**

**MOTION: “To set Board of Health meeting dates for 2024, as noted above.”**

**Moved: E. Caton**  
**Seconded: L. Busuttil** **CARRIED**

**Board Remuneration**

Board remuneration, set out under Section 4 of By-Law No. 1 of the Board of Health for the Wellington-Dufferin-Guelph Health Unit, and more particularly in Board of Health Policy CA.42.01.100, will continue. WDGPH will proceed with what is currently on file, which was provided by the 3 Municipalities.

**Appoint Auditors**

In accordance with the *Municipal Act*, Public Health is required to use the auditor of the largest municipal funder, which in this case is the City of Guelph. Therefore, WDGPH’s Auditor for 2024 is KPMG.

**4.0 Approval of Minutes**

**MOTION: “To approve the Minutes of December 6, 2023 as presented.”**

**Moved: R. Manktelow**  
**Seconded: L. Busuttil** **CARRIED**

## 5.0 MOH Updates

MOH Update(s):

Dr. Mercer provided an update as follows:

- An update regarding the Check Before You Choose website was provided. The mobile friendly capabilities of the application will make a significant difference as all age groups will be more likely to use the website via their mobile devices.
- February is Winter Walk Month, and February 7<sup>th</sup> is Winter Walk Day. Dr. Mercer encourages the WDG community to be active and take part in walking activities during the month of February, to develop healthy habits.
- Dr. Mercer commented on the upcoming solar eclipse and the importance of safe observation. On April 8, 2024, there will be a solar eclipse and if individuals are planning to view the eclipse, it is important to ensure that proper eyewear is donned (i.e. eclipse glasses that meet proper ISO standards, or a handheld solar viewer). When taking a photo of an eclipse, a reminder was provided that a photo cannot be safely taken using eclipse glasses, there is a special screen required due to the concentration of solar radiation.
- An update regarding the HPV vaccine was provided. HPV causes 99.7% of all cervical cancer. Additionally, HPV is the cause of the majority of other genital, and head and neck cancers. Prevention of these cancers is possibly with early vaccination against HPV. A recently published paper from Scotland documented zero cases of cervical cancer in girls who were immunized by age 12-13 years.
- On January 19, 2024, the Province announced the expansion of availability of alcohol in Ontario. By January 1, 2025, there will be up to eighty-five hundred (8,500) more locations for residents to purchase alcohol. Public health will continue to monitor the impacts of greater access to alcohol.

## 6.0 Presentation(s)

Check Before You Choose

P. Wong presented in conjunction with Board of Health report BH.01.FEB0724.R01 – Check Before You Choose (see 9.0 BOH Report(s) for summary).

## 7.0 Business Arising

- NONE.

## 8.0 Consent Agenda

- BH.01.FEB0724.C01 – Health Protection Q4 Summary
- BH.01.FEB0724.C02 – Clinical Services Annual Review

### MOTION:

- (a) **“That the Board of Health receive the Consent Agenda item(s), which have been given due consideration, for information.”**

**Moved: D. Anderson**

**Seconded: S. Cavell**

**CARRIED**

## 9.0 BOH Report(s)

### **BH.01.FEB0724.R01 – Check Before You Choose**

Dr. Mercer introduced and P. Wong reviewed the contents of BOH Report BH.01.FEB0724.R01 – as follows:

- Over the past year, the Check Before You Choose website has undergone some significant changes, the most impactful being the recent updates to its mobile friendly capabilities.
- An interactive presentation was shown by P. Wong highlighting the key platform advancements, evolving community expectations, and predicted future state.

#### **MOTION:**

- (a) **“That the Board of Health receive BOH Report BH.01.FEB0724.R01 – Check Before You Choose as presented, for information.”**

**Moved: S. Cavell**

**Seconded: R. Goller**

**CARRIED**

### **BH.01.FEB0724.R02 – International Plowing Match and Rural Expo**

Dr. Mercer introduced and P. Medeiros reviewed the contents of BOH Report BH.01.FEB0724.R02 – as follows:

- The International Plowing Match and Rural Expo (IPM) took place in Amaranth Township on September 19-23, 2023. P. Medeiros highlighted the preparations by WDGPH’s Environmental Health team that took place to ensure that no hazards occurred during the event.
- The planning and collaboration with community partners was key to a successful, incident free event.
- WDGPH will continue to take the same care in planning and preparation of future events in WDG to ensure excellent public health outcomes.
- Discussion from Board members occurred over the cost implications of such an event and whether IPM was responsible for any of these costs. The IPM did not cover such costs.

#### **MOTION:**

- (a) **“That the Board of Health receive BOH Report BH.01.FEB0724.R02 – International Plowing Match and Rural Expo as presented, for information.”**

**Moved: D. Bull**

**Seconded: G. Gardhouse**

**CARRIED**

### **BH.01.FEB0724.R03 – Smart Cities Final Report**

Dr. Mercer introduced and K. Wilson reviewed the contents of BOH Report BH.01.FEB0724.R03 – as follows:

- Across WDG, \$416,500 has been allocated to forty-eight (48) different initiatives to improve access to nutritious food in the region.
- The initiative continued throughout the pandemic emphasizing the continued commitment of WDGPH and its community partners.
- WDGPH will continue to use the lessons learned from this project to inform broader health promotion work in the WDG community.

#### **MOTION:**

- (a) **“That the Board of Health receive BOH Report BH.01.FEB0724.R03 – Smart Cities Final Report as presented, for information.”**

**Moved: D. Anderson**

**Seconded: L. Busuttil**

**CARRIED**

### **BH.01.FEB0724.R04 – Oral Health Report**

Dr. Mercer introduced and R. Isley reviewed the contents of BOH Report BH.01.FEB0724.R04 – as follows:

- The two major programs under the dental program are Healthy Smiles and the Ontario Seniors Dental Program (OSDP).
- After the restart of the Dental program post-pandemic the Healthy Smiles program has seen increased screening efforts for children in WDG. It has been found that 28% of children in the region are experiencing decay or tooth loss.
- Dr. Mercer reviewed the OSDP which assists Ontario residents over the age of sixty-five (65) who meet the eligibility threshold. Meeting the threshold can be challenging due to fluctuating financial circumstances (death benefits, rebates etc).
- Dentist recruitment challenges were reviewed, and Dr. Mercer stressed the importance of community providers in the success of the OSDP program.
- The dental varnish program is highlighted as one that public health is especially proud of with the excellent results it produces.
- WDGPH requests that the Board of Health write a letter of advocacy to the Ministry of Health regarding fee code payments, assessment income calculations and the fluoride varnish program as described in the motion below.

#### **MOTION(1):**

- (a) **“That the Board of Health receive BOH Report BH.01.FEB0724.R04 – Oral Health Report as presented, for information.”**

**Moved: S. Cavell**

**Seconded: D. Bull**

**CARRIED**

**MOTION(2):**

- (a) “That the Board of Health send a letter to the Ministry of Health advocating for:
1. The review of rate fee codes for dental providers to remove compensation barriers to dental care;
  2. The exclusion of government rebates from assessment of income calculations for seniors to ensure that those who qualify for the Ontario Seniors Dental Care Plan (OSDCP) do not have their care interrupted; and
  3. The introduction of fluoride varnish in all publicly funded schools as a preventative approach in the early years.”

**Moved: L. Busuttil**

**Seconded: G. Gardhouse**

**CARRIED**

**BH.01.FEB0724.R05 – Infectious Disease Spotlight**

Dr. Mercer introduced and L. Marinko reviewed the contents of BOH Report BH.01.FEB0724.R05 – as follows:

- Vaccines can prevent four (4) severe types of meningitis, which if they occur can cause significant mortality and morbidity.
- Two provinces offer this vaccine free of charge to young adults entering post-secondary education, following the tragic outcomes of several dorm-based outbreaks in the last few years.
- The role of public health is to provide case and contact management as well as surveillance of infectious diseases in the WDG community. The Agency will continue to develop strong community partnerships to enhance public health efforts to protect the WDG community from serious infectious diseases and illness.

**MOTION:**

- (a) “That the Board of Health receive BOH Report BH.01.FEB0724.R05 – Infectious Disease Spotlight as presented, for information.”

**Moved: D. Bull**

**Seconded: R. Manktelow**

**CARRIED**

**10.0 Committee (Verbal) Report(s)**

**Finance + Audit Committee Report:**

- NONE.

**Human Resources Committee Report:**

- NONE.

**Executive Committee Report:**

- NONE.

**11.0 Correspondence**

- None.



Media and Public attendees were asked to disconnect from the meeting, at this time, as this Board of Health meeting contains a “Closed Session” section which falls under the exemptions pursuant to Section 239 of the *Municipal Act*. Please note that this session is **not** open to members of the public or the press.

(3:39) The Open Session portion of the meeting ended, and everyone disconnected from the meeting.

## 12.0 CLOSED SESSION

- To approve the December 6, 2023 Closed Session BOH Minutes [labour relations or employee negotiations, and the security of the property of the BOH].
- To receive MOH Update(s) [personal matters about an identifiable individual, including BOH employees, and the security of the property of the BOH].

(3:39)

**MOTION: “To move into Closed Session to approve Closed Session BOH Minutes of December 6, 2023 [labour relations or employee negotiations, and the security of the property of the BOH];and to receive MOH Update(s) [personal matters about an identifiable individual, including BOH employees, and the security of the property of the BOH].”**

**Moved:**

**L. Busuttil**

**Seconded:**

**G. Gardhouse**

**CARRIED**

**Wellington-Dufferin-Guelph Public Health**  
**MINUTES OF THE BOARD OF HEALTH**  
**Wednesday February 7, 2024**

**CLOSED SESSION**

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**Members in attendance were:** George Bridge (Chair), Guy Gardhouse, Rodrigo Goller, Linda Busuttill, Erin Caton, Sandra Starr, Ralph Manktelow, David Anderson, Duncan Bull, Steve Cavell, and Chris White.

**Member(s) with regrets were:** NONE.

**Ex-officio member(s) in attendance were:** Dr. Mercer, Medical Officer of Health & CEO.

**Staff member(s) in attendance were:** Rita Isley, David Kingma, Chris Beveridge, Kyle Wilson, Dr. Matthew Tenenbaum, and Laura Kelly (Recording Secretary).

**Guest(s) in attendance were:** NONE.

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**CLOSED SESSION MINUTES TO BE PROVIDED UNDER SEPARATE COVER.**

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**(3:57) Returned to Open Session.**

**MOTION: “To Ratify the Closed Session Decisions of the February 7, 2024 Board of Health meeting.”**

**Moved: D. Anderson**  
**Seconded: R. Goller** **CARRIED**

*Motion(s) brought forward from Closed Session:*

**MOTION: “That the Board of Health approve the Closed Session Minutes of December 6, 2023, as presented.”**

**13.0 Adjournment**

The meeting was adjourned at 3:58 p.m.

**MOTION: “To adjourn the meeting.”**

**Moved: G. Gardhouse**  
**Seconded: L. Busuttil** **CARRIED**

**APPROVED this 6<sup>th</sup> day of March, 2024.**

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**Board of Health Chair**

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**Medical Officer of Health, CEO**