

**Wellington-Dufferin-Guelph Public Health
MINUTES OF BOARD OF HEALTH
Wednesday March 1, 2023**

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), Rodrigo Goller, David Anderson, Linda Busuttil, Guy Gardhouse, Erin Caton, Steve Cavell, Ralph Manktelow, and Chris White.

Member(s) with regrets: Duncan Bull.

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

Staff members in attendance were: Chris Beveridge, Rita Isley, David Kingma, Kyle Wilson, Meghan Wiles, Karen Mulvey, Lisa Hebden, Phil Wong, Janet Kwansah, Rob Cunningham, Emerson Rajaram, Liliana Marinko, Ms. Camille Loucks, Lindsey Dossett, Danny Williamson, Melissa Quartarone, Anna Vanderlaan, Rachel Coughlin, Ryan Ochocki, Amanda Scales, Mary Anne Kozdras, and Laura Kelly (Recording Secretary).

Guests in attendance were: Joanne Shuttleworth (MEDIA), Austin Cardinell (MEDIA), Adam Donaldson (MEDIA), Emma Ens (MEDIA), Gregory Dance (PUBLIC), Kiara Alich (PUBLIC)

1.0 Call to Order

1.1 Land Acknowledgement

G. Bridge called the meeting to order at 2:01 p.m., and Dr. Mercer 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 Approval of Minutes

MOTION: “To approve the Minutes of Feb 1, 2023 as presented.”

Moved:	C. White	
Seconded:	R. Manktelow	CARRIED

4.0 MOH Updates

MOH Update(s):

Dr. Mercer provided an update as follows:

- Measles and Pertussis cases persist in Ontario. These are both highly communicable and vaccine preventable diseases.

- Dr. Mercer encourages both adults and children to ensure their vaccine records are up-to-date.
- Office of the CMOH, based on NACI’s recommendations is planning to provide direction regarding annual COVID/Flu vaccination schedules in the near future.

5.0 Presentation(s)

Smart Cities Project Update

R. Coughlin presented in conjunction with Board of Health report BH.01.MAR0123.R06 – Smart Cities Project Update (see 8.0 BOH Report(s) for summary).

6.0 Business Arising

Review of Changes Made to By-Law No. 1

Dr. Mercer reviews By-Law No. 1 with the Board and outlines the updates made, namely:

- By-Law No. 1, being the general By-Law of the Board of Health for Wellington-Dufferin-Guelph Health Unit, had several changes made to it to ensure that the By-Law was current and properly aligned with Legislation changes that occurred during the pandemic.
- These changes were outlined in a chart provided to the Board of Health, which has been posted publicly and can be found [here](#).

MOTION: “Recommendation that the 2023 By-Law No. 1 of the Board of Health for the Wellington-Dufferin-Guelph Health Unit, consisting of the following: By-Law No. 1 – being the general By-Law of the Board of Health for Wellington-Dufferin-Guelph Health Unit, be introduced for consideration and read a first, second and third time and finally passed.”

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

7.0 Consent Agenda

- BH.01.MAR0123.C05 – Vector-Borne Disease Update – Ticks and Mosquitos
- BH.01.MAR0123.C06 – Vaccine Wastage for 2022

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

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

8.0 BOH Report(s)

BH.01.MAR0123.R06 – Smart Cities Project Update

Dr. Mercer introduced and R. Coghlin reviewed the contents of BOH Report BH.01.MAR0123.R06– as follows:

- Funding has been received for this project and the goal of the project continues to be creating a circular food system.
- Since the last update in 2022, Wellington-Dufferin-Guelph Public Health (WDGPH) released its food security and action plan, which included a food access initiative as well as strategic priorities moving forward, informed by past research. A more fulsome update regarding this plan will be provided towards the end of 2023.
- Private and public partnerships are being investigated for ongoing funding as this initiative will see funding end in the near future.

MOTION: “That the Board of Health receive BOH Report BH.01.MAR0123.R06 – Smart Cities Project Update as presented, for information.”

Moved: L. Busuttil
Seconded: D. Anderson **CARRIED**

BH.01.MAR0123.R07 – WDGPH Annual Privacy Program Update

Dr. Mercer introduced and R. Ochocki reviewed the contents of BOH Report BH.01.MAR0123.R07 – as follows:

- This is an annual report to the Board of Health.
- Privacy Impact Assessment review provided by R. Ochocki and K. Wilson.
- In 2022 the Agency had only five (5) privacy breaches, down from twenty-two (22) in 2021. None of the five (5) incidents were major and no report to the Privacy Commission of Ontario was necessary.
- This is partly due to WDGPH staff refamiliarizing themselves with their regular roles and a reduction of casual staff.
- There were sixteen (16) MFIPPA requests in 2022, which is an identical number to the previous year. The Agency was able to respond to fifteen (15) requests within a 30-day period with only one (1) needing an extension.
- A review of Bill 88 (Employment Standards Act, 2000) was provided and R. Ochocki informs the Board that WDGPH is in compliance with the revised legislation.

MOTION: “That the Board of Health receive BOH Report BH.01.MAR0123.R07 – WDGPH Annual Privacy Program Update as presented, for information.”

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

BH.01.MAR0123.R08 – WHY Survey Update

Dr. Mercer introduced and L. Dossett reviewed the contents of BOH Report BH.01.MAR0123.R08 – as follows:

- The survey covers students in grades four (4) to twelve (12), parents, and school staff.
- The first cycle of results from this survey were collected in 2019, and most recently in February 2022.
- Mental health challenges were largely reported by students who do not identify as white, or heterosexual. This group reported severe stress about school and having someone appropriate to speak to about their concerns.
- The Health Promotion Team is developing a communications plan to share this information to relevant organizations within the Wellington-Dufferin-Guelph (WDG) community.
- A Board of Health report, looking at the secondary impacts of the post-pandemic world from a WHY standpoint, is forthcoming.

MOTION: “That the Board of Health receive BOH Report BH.01.MAR0123.R08 – WHY Survey Update as presented, for information.”

Moved: E. Caton

Seconded: L. Busuttil

CARRIED

BH.01.MAR0123.R09 – Infectious Disease Spotlight: Mpox (formerly known as Monkeypox), Pertussis and Invasive Group A Streptococcal (iGAS) Disease

Dr. Mercer introduced and L. Marinko reviewed the contents of BOH Report BH.01.MAR0123.R09 – as follows:

- Mpox, Pertussis and Invasive Group A Streptococcal (iGAS) Disease are all diseases that have been in the media over the past year.
- These are all reportable diseases and Public Health agencies follow up on every case.
- Depending on the type of disease, the impact of will be different. WDGPH’s Infectious Disease (ID) team coordinates with the Vaccine Preventable Diseases (VPD) and Environmental Health (EH) teams to conduct thorough investigations and inspections to efficiently and effectively follow up on each case reported.

MOTION: “That the Board of Health receive BOH Report BH.01.MAR0123.R09 - Infectious Disease Spotlight: Mpox (formerly known as Monkeypox), Pertussis and Invasive Group A Streptococcal (iGAS) Disease as presented, for information.”

Moved: R. Goller

Seconded: G. Gardhouse

CARRIED

10.0 Committee (Verbal) Report(s)

Finance + Audit Committee Report:

Secretary-Treasurer and Finance + Audit Committee Chair C. White provides a verbal report to the Board.

BH.04.MAR0123.R01 – Risk Registry Report

- The Agency is required to annually review the risk register and submit to the Finance + Audit Committee.
- In 2020 a section was added devoted to COVID-19, and it is hoped that this can be removed next year.
- Wellington-Dufferin-Guelph Public Health (WDGPH) will continue to monitor and anticipate new risks that may emerge.

MOTION: “That the Board of Health receive Finance + Audit Committee Report BH.04.MAR0123.R01 – Risk Registry Report, as presented, for information.”

Moved: R. Manktelow
Seconded: R. Goller **CARRIED**

BH.04.MAR0123.R02 – 2022 Fourth Quarter Financials

- This report provides a snapshot of the year-end fiscal position of the Agency.
- The Agency met all reporting requirements and finished the year in a balanced position.
- Dr. Mercer provided clarification to new Board members that public health does not charge a fee for services provided.

MOTION: “That the Board of Health receive Finance + Audit Committee Report BH.04.MAR0123.R02 – 2022 Fourth Quarter Financials, as presented, for information.”

Moved: G. Bridge
Seconded: D. Anderson **CARRIED**

BH.04.MAR0123.R03 – Reserves + Reserve Fund Status as at December 31, 2022

- This is an annual report which outlines the reserves and reserve funds at the end of 2022.
- Transfer amounts that occurred in 2022 are highlighted for the Committee, with a focus on the previously approved review of the reserve fund plan. The rationale for the transfers reflects current market conditions and risk.
- K. Wilson provided the Committee with information on managing the Agency’s risk and rapidly rising occurrences of cyber threats.

MOTION: “That the Board of Health receive Finance + Audit Committee Report BH.04.MAR0123.R03 – Reserves + Reserve Fund Status as at December 31, 2022, as presented, for information.”

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

Human Resources Committee Report:

- NONE.

Executive Committee Report:

- NONE.

11.0 Correspondence

- Letter of February 2, 2023 from the Executive Council of Ontario regarding the provincial appointment of Dr. Duncan Bull to the Board of Health for Wellington-Dufferin-Guelph.

MOTION: “That the Board of Health receive the above-noted correspondence, as presented, for information.”

Moved: L. Busuttil
Seconded: D. Anderson **CARRIED**

12.0 Approval of Closed Session Minutes

MOTION: “To approve the Closed Session Minutes of Feb 1, 2023 as presented.”

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

13.0 Adjournment

The meeting was adjourned at 3:07 p.m.

MOTION: “To adjourn the meeting.”

Moved: G. Gardhouse
Seconded: R. Manktelow **CARRIED**