

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

The Board of Health of Wellington-Dufferin-Guelph Public Health Unit met at 2:00 p.m. at the GUELPH Office at 160 Chancellors Way, Guelph ON N1G 0E1.

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

Member(s) with regrets: George Bridge

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, Lisa Hebden, Katrina Arellano, Emerson Rajaram, Patryk Wardach, Camille Loucks, Eric Campbell, Jessica Tomasik, Jean Rudland, Danielle Pellegrini, Julian Martalog, Lyndsey Dossett, Louise Brooks, Anna Vanderlaan, and Laura Kelly (Recording Secretary).

Guests in attendance were: Dave Augustyn (AEI Consultants), Jordan Mammoliti (AEI Consultants), Joanne Shuttleworth (MEDIA), Adam Donaldson (MEDIA), and Riley Gillespie-Wilson (MEDIA).

1.0 Call to Order

1.1 Land Acknowledgement

R. Goller called the meeting to order at 2:02 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 September 6, 2023 as presented.”

Moved: G. Gardhouse

Seconded: S. Cavell

CARRIED

4.0 MOH Updates

MOH Update(s):

Dr. Mercer provided an update as follows:

- The 2023 annual flu campaign is going well. All LTC homes are ahead of previous years schedule for the delivery of both flu and Covid vaccines.

- The RSV vaccine is being offered at pharmacies for adults 60+ only but is not a publicly funded vaccine.
- There is currently no children’s RSV vaccine.
- Dr. Mercer provided an update regarding the recent media release about radon. Radon is a potentially harmful odorless, colourless, tasteless gas and is the #1 cause of lung cancer in non-smokers. It moves through bedrock and foundation cracks can allow it to enter a home.

5.0 Presentation(s)

2024 – 2028 Strategic Plan

Dave Augustyn and Jordan Mammoliti from AEI Consultants presented in conjunction with Board of Health report BH.01.NOV0123.R27 – 2024 – 2028 Strategic Plan (see 8.0 BOH Report(s) for summary).

Client and Community Service Team

K. Arellano presented in conjunction with Board of Health report BH.01.NOV0123.R28 – Client and Community Service (see 8.0 BOH Report(s) for summary).

6.0 Business Arising

- None.

7.0 Consent Agenda

- BH.01.NOV0123.C14 – Health Protection 2023 Third Quarter Performance Indicator Summary (January 2023 – September 2023)

MOTION:

“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

8.0 BOH Report(s)

BH.01.NOV0123.R27 – 2024-2028 Strategic Plan

Dr. Mercer introduced and Dr. Tenenbaum reviewed the contents of BOH Report BH.01.NOV0123.R27 – as follows:

- D. Augustyn and J. Mammoliti reviewed the new strategic plan document.
- The document was informed by input from WDGPH staff, management and Senior Leadership Team, community partners, as well as the Board of Health and fully reflects the direction the Agency would like to follow over the next 5 years.

MOTION: “That the Board of Health receive BOH Report BH.01.NOV0123.R27 – 2024-2028 Strategic Plan as presented for information and approve the Strategic Plan as presented.”

Moved: S. Cavell
Seconded: E. Caton

CARRIED

BH.01.NOV0123.R28 – Client and Community Service

Dr. Mercer introduced and K. Arellano reviewed the contents of BOH Report BH.01.NOV0123.R28 – as follows:

- K. Arellano presented on screen and reviewed the report for the Board.
- Most exciting development is that of the Agency’s ChatBot, which can be accessed by clicking on the orange “Need Help?” button on the website. There are currently 52 fully informed questions integrated into the ChatBot.
- The central intake was designed to support clients in navigating internal and external health resources in the community.
- While virtual options have been increased, print campaigns for Flu and COVID clinics will continue to be available in places like libraries and dental offices.
- The Client and Community Service program will continue to ensure seamless integration and positive experiences for the WDG community.

MOTION: “That the Board of Health receive BOH Report BH.01.NOV0123.R28 – Client and Community Service as presented, for information.”

Moved: D. Bull
Seconded: L. Busuttill

CARRIED

BH.01.NOV0123.C13 – Immunization Coverage in Schools and Licensed Childcare Settings

- E. Caton requested the above-noted consent agenda item be brought into the open session portion of the meeting.
- The process for submission of immunization details was reviewed for the Board.
- If an international student arrives with a different vaccine schedule, the WDGPH staff work with the families to ensure legislative requirements are met.

9.0 Committee (Verbal) Report(s)

Finance + Audit Committee Report:

- BH.04.OCT1023.R04 – Annual Facilities Update

MOTION: “That the Finance Committee makes recommendation to the Board of Health to receive this report, as presented, for information”.

Moved: D. Anderson
Seconded: R. Goller

CARRIED

- BH.04.OCT1023.R05 – 2023 Second Quarter Financials

MOTION: “That the Finance Committee makes recommendation to the Board of Health to receive this report, as presented, for information”.

Moved: S. Cavell
Seconded: L. Busutil CARRIED

- BH.04.OCT1023.R06 – Interim Third Quarter Financials

MOTION: “That the Finance Committee makes recommendation to the Board of Health to receive this report, as presented, for information”.

Moved: S. Cavell
Seconded: L. Busutil CARRIED

- BH.04.OCT1023.R07 – 2024 Draft Budget (w/presentation)
- D. Kingma provided a high-level summary of the draft budget along with a presentation on screen. All Board members were given an opportunity to comment or ask questions.

MOTION: “That the Finance Committee makes recommendation to the Board of Health to receive and approve the 2024 Draft Budget, as presented.”

Moved: R. Manktelow
Seconded: D. Anderson CARRIED

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.

(3:32) The Open Session portion of the meeting ended, and everyone left the meeting room or disconnected from the meeting.

12.0 CLOSED SESSION

- To approve the Closed Session minutes of September 6, 2023[labour relations or employee negotiations].
- To receive MOH updates [labour relations and employee negotiations and personal matters about an identifiable individual, including BOH employees]
- To receive Closed Session BOH Report BH.01.NOV0123.R29 – 2023 Cybersecurity Assessment [the security of the property of the BOH].

- To receive Closed Session Finance + Audit Committee Report BH.04.OCT1023.R08 – Reserves and Reserve Funds Status [the security of the property of the BOH].

MOTION: “To move into Closed Session to approve the Closed Session Minutes of September 6, 2023 [labour relations or employee negotiations]; to receive MOH updates [labour relations and employee negotiations and personal matters about identifiable individual, including BOH employees]; to receive Closed Session BOH Report BH.01.NOV0123.R29 – 2023 Cybersecurity Assessment [the security of the property of the BOH]; and to receive Closed Session Finance + Audit Committee Report BH.04.OCT1023.R08 – Reserves+ Reserve Funds Status [the security of the property of the BOH].

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

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MINUTES OF THE BOARD OF HEALTH
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CLOSED SESSION

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

Member(s) with regrets were: George Bridge (Chair)

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

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

Guest(s) in attendance were: NONE.

CLOSED SESSION MINUTES TO BE PROVIDED UNDER SEPARATE COVER.

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(5:00) Returned to Open Session.

Motions to be brought into Open Session:

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

MOTION: “That the Board of Health receive Closed Session BOH Report BH.01.NOV0123.R29 – 2023 Cybersecurity Assessment, as presented, for information.”

MOTION: “That the Board of Health receive Closed Session Finance + Audit Committee Report BH.04.OCT1023.R08 – Reserves + Reserve Funds Status, as presented, for information.”

MOTION: “To Ratify the Closed Session Decisions of the November 1, 2023 Board of Health meeting.”

Moved: C. White
Seconded: D. Bull **CARRIED**

13.0 Adjournment

The meeting was adjourned at 5:02 p.m.

MOTION: “To adjourn the meeting.”

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