

**Wellington-Dufferin-Guelph Public Health**  
**MINUTES OF BOARD OF HEALTH**  
**Wednesday February 5, 2025**

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The Board of Health of Wellington-Dufferin-Guelph Public Health Unit met at 2:08 p.m. via the Zoom platform.

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

**Member(s) with regrets:** Sandra Starr.

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

**Staff members in attendance were:** Rita Isley, David Kingma, Dr. Matthew Tenenbaum (AMOH), Kyle Wilson, Danny Williamson, Karen Mulvey, Shelley Nuhn, Jessica Tomasik, Paul Medeiros, Phil Wong, Brian Herman, Lyndsey Dossett, Emerson Rajaram, Liliana Marinko, April Pollington, Kiley Alderson, Michael Whyte, Rachel Coghlin, Taylor Beasley, Katrina Arellano, Patryk Wardach, Rivalia Naidoo, Camille Loucks, Danielle Pelligrini, Anna Vanderlaan, Amanda Scales, Shelby Leenders, Mary Anne Kozdras, Danny Williamson and Laura Kelly (Recording Secretary).

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

**1.0 Call to Order**

Dr. Mercer called the meeting to order at 2:08 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 2025 Inaugural Meeting:**

<b>Elect Chair</b>
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Nominations for the position of Board Chair were opened by Dr. Mercer.

C. White nominated G. Bridge as Chair.

G. Gardhouse seconded the nomination.

G. Bridge accepted the nomination.

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

**Moved:**

**L. Busuttil**

**Seconded:**

**D. Anderson**

**CARRIED**

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

### **Elect Vice-Chair**

G. Bridge and opened the nominations for the position of Vice-Chair.

G. Gardhouse nominated L. Busuttil as Vice-Chair.

R. Goller seconded the nomination.

L. Busuttil accepted the nomination.

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

**Moved:**

**R. Manktelow**

**Seconded:**

**D. Bull**

**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.

S. Cavell nominated C. White as Secretary-Treasurer.

R. Manktelow seconded the nomination.

C. White accepted the nomination.

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

**Moved:**

**L. Busuttil**

**Seconded:**

**G. Gardhouse**

**CARRIED**

### **Establish Membership for Standing Committees**

The 2025 BOH Chair, George Bridge, is able to be a member of all standing committees and would like to do so.

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

**Moved:**

**S. Cavell**

**Seconded:**

**D. Bull**

**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 Committee Chair.

Finance + Audit Committee membership for 2025 was confirmed as follows:

<b>Finance &amp; Audit Committee:</b>	<b>2025</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 2025 was confirmed as follows:

<b>Human Resources Committee:</b>	<b>2025</b>
Representing Wellington	David Anderson
Representing Wellington	George Bridge ( <i>Board Chair</i> )
Representing Wellington	Campbell Cork
Representing Dufferin	Guy Gardhouse ( <i>Chair</i> )
Representing Dufferin	Steve Cavell
Representing Dufferin	Duncan Bull
Representing City of Guelph	Erin Caton

## Elect Human Resources Chair

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

S. Cavell nominated G. Gardhouse as Human Resources Committee Chair.

E. Caton seconded the nomination.

G. Gardhouse accepted the nomination.

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

**Moved:**

**S. Cavell**

**Seconded:**

**D. Bull**

**CARRIED**

The Executive Committee is comprised of the Board Chair, the Vice-Chair, the Finance + Audit Committee Chair/Secretary-Treasurer of the Board and the Human Resources Committee Chair.

**MOTION: “To accept the 2025 membership of the Finance + Audit Committee; the Human Resources Committee; and the Executive Committee as stated above.”**

**Moved: L. Busuttil**  
**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 2025 are as follows:

**February 5**  
**March 5**  
**April 2**  
**May 7**  
**June 4**  
**September 3**  
**November 5**  
**December 3**

**MOTION: “To set Board of Health meeting dates for 2025, as noted above.”**

**Moved: S. Cavell**  
**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 2025 is KPMG.

#### 4.0 Approval of Minutes

**MOTION: “To approve the Minutes of December 4, 2024 as presented.”**

**Moved: S. Cavell**  
**Seconded: E. Caton** **CARRIED**

#### 5.0 MOH Updates

MOH Update(s)

Dr. Mercer provided an update as follows:

- Dr. Mercer extended a warm welcome to all board members.
- A notable increase in measles cases is being observed in Ontario. However, to date there have been no increase in reported measles cases locally.
- High school suspensions will commence next week for students with incomplete vaccination records. Members of the public are reminded to review their vaccination records, as there are a number of vaccines which high school students are eligible to receive free until they graduate.
- Congratulations were given to Shelby Leenders, Manager of Infection Control for conducting a successful IC training session at the Solicitor General's office in January.

#### 6.0 Presentation(s)

Addressing Priority Populations

L. Dossett presented in conjunction with Board of Health report BH.01.FEB0525.R01 – Addressing Priority Populations (see 9.0 BOH Report(s) for summary).

Environmental Health and Infection Control Client Feedback Survey

P. Medeiros presented in conjunction with Board of Health report BH.01.FEB0525.R02 – Environmental Health and Infection Control Client Feedback Survey (see 9.0 BOH Report(s) for summary).

2024 Trends in Diseases of Public Health Significance in WDG

L. Marinko presented in conjunction with Board of Health report BH.01.FEB0525.R03 – 2024 Trends in Diseases of Public Health Significance in WDG (see 9.0 BOH Report(s) for summary).

#### 7.0 Business Arising

- NONE.

#### 8.0 Consent Agenda

- BH.01.FEB0525.C01 – Health Protection 2024 Q4 Summary Report
- BH.01.FEB0525.C02 – Clinical Services Annual Review
- BH.01.FEB0525.C03 – 2024 Q3 and Q4 Dental Program Summary

Consent agenda items BH.01.FEB0525.C01 – Health Protection 2024 Q4 Summary Report and BH.01.FEB0525.C02 – Clinical Services Annual Review – Program/Service Information Reports were pulled into the regular meeting by R. Manktelow. The following discussion ensued:

- Regarding BH.01.FEB0525.C01, a Board member asked for clarification on heat and cold weather alerts. These alerts vary by region based on Environment Canada's framework. The alerts are issued depending on how long the local community is exposed to certain temperatures, such as +30°C for 2 or more days, or -30°C. While -15°C is considered cold, the health unit depends on Environment Canada to issue warnings, which then activate our response plans with partner agencies.
- A board member requested clarification regarding wastewater testing. COVID-19 wastewater surveillance data is available on the University of Guelph website for the City of Guelph and serves as a good indicator of statistics for the broader WDG region. Long-Term Care (LTC) and Retirement Homes (RH) outbreaks are tracked, and the nature of these outbreaks are identified.
- A board member requested clarification regarding black-legged tick testing. When collected through active surveillance, black-legged ticks are identified and tested for Lyme disease. The health unit sends these ticks to the national microbiology laboratory after identification. However, ticks submitted through passive surveillance by the public for identification are not sent to the laboratory for testing.
- Regarding BH.01.FEB0525.C02, a Board member requested clarification regarding Tuberculosis (TB) testing. There has been an increase in both active and latent TB cases across Ontario. Dr. Mercer provided a detailed explanation of the situation, noting the difference between active and latent, some of the reasons for this, and treatment options which are available for both active and latent TB infections. C. Loucks informed the board that WDGPH's program is unique within public health units as WDGPH has a dedicated TB clinic, overseen by physicians who are experts in TB management. This results in more latent TB cases being treated in the WDG region compared to others in Ontario.

**MOTION:**

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

**Moved: R. Manktelow**

**Seconded: R. Goller**

**CARRIED**

**9.0 BOH Report(s)**

**BH.01.FEB0525.R01 - Addressing Priority Populations**

Dr. Mercer introduced and L. Dossett reviewed the contents of BOH Report BH.01.FEB0525.R01 – as follows:

- Addressing priority populations helps reduce health disparities by focusing on groups facing socioeconomic, cultural, or geographic challenges, using data, community engagement, and inclusive decision-making.
- WDGPH will continue to evaluate and refine priority populations to ensure long-term impact and adaptation to evolving community needs.
- A board member inquired about satisfaction with the current data for identifying priority populations in our area. The response emphasized that efforts are ongoing to expand and improve the accuracy and comprehensiveness of the data.
- Dashboards have been developed to allow for in-depth analysis of material deprivation, which will be highlighted for community partners

**MOTION:**

- (a) **“That the Board of Health receive BOH Report BH.01.FEB0525.R01 – Addressing Priority Populations as presented, for information.”**

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

**CARRIED**

**BH.01.FEB0525.R02 - Environmental Health and Infection Control Client Feedback Survey**

Dr. Mercer introduced and P. Medeiros reviewed the contents of BOH Report BH.01.FEB0525.R02 – as follows:

- The feedback survey pilot conducted by the Environmental Health (EH) and Infection Control (IC) teams revealed positive responses about demand services like food safety and recreational water complaint responses, with a 21% response rate.
- The survey highlights the value of client feedback in enhancing public health services, enabling teams to identify strengths and areas for improvement, and fostering a culture of service excellence.
- Plans to automate key processes and provide translation and alternative communication methods will help ensure more inclusive feedback, improving accessibility for diverse populations.

**MOTION:**

- (a) **“That the Board of Health receive BOH Report BH.01.FEB0525.R02 – Environmental Health and Infection Control Client Feedback Survey as presented, for information.”**

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

**CARRIED**

**BH.01.FEB0525.R03 – 2024 Trends in Diseases of Public Health Significance in WDG**

Dr. Mercer introduced and L. Marinko reviewed the contents of BOH Report BH.01.FEB0525.R03 – as follows:

- Health inequities, driven by social determinants like poverty, isolation, limited education, and language barriers, contribute to the unequal burden of infectious disease and may hinder healthcare access.
- Stigma and discrimination further alienate communities from seeking healthcare, disrupting public health efforts and leading to poorer health outcomes.
- WDGPH uses a trauma-informed approach and professional translation services to reduce language barriers and enhance client understanding in case management and infectious disease prevention, especially as some diseases, like salmonella and giardia, have seen increased rates in 2024.

**MOTION:**

- (a) **“That the Board of Health receive BOH Report BH.01.FEB0525.R03 – 2024 Trends in Diseases of Public Health Significance as presented, for information.”**

**Moved: S. Cavell**  
**Seconded: L. Busuttil**

**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 leave 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.

(3:24) The Open Session portion of the meeting ended, and everyone disconnected from the meeting.

## 12.0 CLOSED SESSION

- To receive Closed Session Corporate Services Update from D. Kingma, VP of Human Resources and Corporate Services [personal matters about an identifiable individual, including BOH employees; and the security of the property of the BOH].

**MOTION: "To move into Closed Session to receive Closed Session Corporate Services Update from D. Kingma, VP of Human Resources and Corporate Services [personal matters about an identifiable individual, including BOH employees; and the security of the property of the BOH]."**

**Moved:**

**S. Cavell**

**Seconded:**

**D. Bull**

**CARRIED**



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**CLOSED SESSION**

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

**Member(s) with regrets were:** Sandra Starr.

**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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**(3:49) Returned to Open Session.**

**13.0 Adjournment**

The meeting was adjourned at 3:51 p.m.

**MOTION: "To adjourn the meeting."**

**Moved: G. Gardhouse**

**Seconded: D. Bull**

**CARRIED**

**APPROVED this 5<sup>th</sup> day of March, 2025.**

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**Board of Health Chair**

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**Medical Officer of Health, CEO**