

**Report To:** Human Resources Committee, Board of Health  
**Submitted by:** Dr. Nicola Mercer, Medical Officer of Health & CEO  
**Subject:** MFIPPA HEAD DESIGNATION

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**RECOMMENDATION(S):**

- (a) That the Human Resources Committee makes recommendation to the Board of Health to receive Human Resources Committee Report BH.05.APR1019.R01 – MFIPPA Head Designation, as presented, for information.
- (b) That the Human Resources Committee makes recommendation to the Board of Health to approve Policy CA.45.01.515 – Designation of Head for Purposes of MFIPPA, attached as Appendix “A” to Human Resources Committee Report BH.05.APR1019.R01 – MFIPPA Head Designation, as presented.

**BACKGROUND:**

The current practice at Wellington-Dufferin-Guelph Public Health (WDGPH) is that the Chief Privacy Officer acts as the head of the organization related to any matters within the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.

In order to properly formalize this process, the elected members of the WDGPH Board of Health must designate the duties of the head, as per *MFIPPA*, to the Chief Privacy Officer.

Policy CA.45.01.515 – Designation of Head for Purposes of MFIPPA, attached hereto as Appendix “A”, allows the Chief Privacy Officer to continue to act as the head of the institution, as per *MFIPPA*.

**PUBLIC HEALTH AND/OR FINANCIAL IMPLICATIONS:**

n/a.

**REFERENCES:**

n/a.

**APPENDICES:**

Appendix “A” – Policy CA.45.01.515 – Designation of Head for Purposes of MFIPPA.

*Original signed document on file*

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Approved by:  
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**POLICY**

CATEGORY:	Board of Health	NUMBER:	<b>CA.45.01.515</b>
SUBJECT:	<b>Designation of Head for Purposes of MFIPPA</b>	EFFECTIVE:	May 1, 2019
DIVISION:	N/A	PAGE(S):	1 of 1
REPLACES:	N/A		

**POLICY STATEMENT:**

The Board of Health (BOH) for Wellington-Dufferin-Guelph Public Health (WDGPH) has the obligation and responsibility to ensure that WDGPH conducts operations in a transparent fashion in compliance with all relevant privacy laws.

Under Section 3, subsection (2) of the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990 c.M.56 (MFIPPA), the members elected or appointed to a board that is an institution under MFIPPA may designate in writing from among its members an individual to act as head of the institution for the purposes of MFIPPA.

Therefore it shall be the policy of the BOH:

1. That the BOH for WDGPH hereby designates the Medical Officer of Health/CEO as head for the purposes of MFIPPA.
2. That the Chief Privacy Officer for WDGPH, as designated by the Medical Officer of Health/CEO, shall be delegated all the powers and duties of the head under MFIPPA.

**SCOPE:**

This policy applies to all members of the BOH, the Medical Officer of Health/CEO and the Chief Privacy Officer.

**DEFINITIONS:**

**Head** – means a person or committee that has been appointed as head for the purposes of MFIPPA. MFIPPA provides an MFIPPA institution such as WDGPH to designate a “head” for the purposes of the Act. This head is given the responsibility of complying with the obligations of MFIPPA and with exercising the discretions allowed under MFIPPA.

**MFIPPA** – means the *Municipal Freedom of Information and Protection of Privacy Act*, which is an Act of the Province of Ontario that provides for a right of access to information that is under the control of public sector institutions.

**REFERENCES AND RELATED FORMS, POLICIES AND PROCEDURES:****Corresponding Procedure: N/A**

*Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990

**Contact for inquiries:** Chief Privacy Officer

*Approved by:* Chair of the Board of Health *Signed document on file* \_\_\_\_\_

Dates Revised: