

**Wellington-Dufferin-Guelph Public Health**  
**MINUTES OF BOARD OF HEALTH**  
**Wednesday May 1, 2019**

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The Board of Health of Wellington-Dufferin-Guelph Public Health Unit met at 4:00 p.m. at the **GUELPH** Office.

**Members in attendance were:** Mr. George Bridge (Chair), Mr. Allan Alls, Ms. Christine Billings, Mr. Guy Gardhouse, Mr. Rodrigo Goller, Ms. June Hofland, Ms. Nancy MacDonald, Mr. Lambert Otten and Mr. Chris White.

**Member(s) with regrets:** Mr. Ralph Manktelow.

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

**Staff members in attendance were:** Mr. Chris Beveridge, Ms. Rita Isley, Mr. David Kingma, Ms. Andrea Roberts, Dr. Matthew Tenenbaum (Associate Medical Officer of Health), Mr. Kyle Wilson, Mr. Rob Cunnington, Ms. Amy Estill, Mr. Chuck Ferguson, Ms. Mary Anne Kozdras, Ms. Rosalyn LaRochelle, Ms. Karen Mulvey, Mr. Emerson Rajaram, Ms. Anna Vanderlaan, Ms. Janice Walters, Mr. Charles Wright and Ms. Sylvia Muir (Recording Secretary).

**Guests in attendance were:** Ms. Jaime Myslik (Wellington Advertiser).

**1.0 Call to Order**

G. Bridge, Chair, called the meeting to order at 4:00 p.m.

Status of BOH Vacancies
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- The WDGPH Board of Health (BOH) has five (5) provincial appointment vacancies (representing the County of Wellington, the County of Dufferin and the City of Guelph). MOHLTC thank you letter was received for Margaret Abbink's contributions to the WDGPH BOH for her 6½ years of service.

Dr. Mercer introduced three (3) new staff including: Mary Anne Kozdras (Manager, Healthy Families); Karen Mulvey (Interim Manager for Clinical Services); and Rob Cunnington (Finance Manager).

**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 April 3, 2019, as presented."**

**Moved: A. Alls**  
**Seconded: C. White**

**CARRIED**

**(4:06) J. Hofland arrived.**

#### **4.0 MOH Updates**

##### **Cannabis (Update)**

- Dr. Mercer spoke to the April 2019 Edition of Cannabis Facts entitled “Cannabis and Children: A growing need to prevent harm” as follows: (1) There is no known safe amount of cannabis during pregnancy and breastfeeding; (2) Cannabis should be kept locked up and out of reach of children; (3) Cannabis impairment can affect parenting and driving; (4) Second hand cannabis smoke is harmful; and (5) Parenting approaches can help prevent or delay youth cannabis use.

##### **Community Report**

The WDGPH 2018 Community Report is now available on-line.

##### **System Transformation**

Health care system transformations began on April 1, 2019 but there still remains a lot of unknowns at this time. Locally, community partner meetings are taking place in order to finalize Readiness Proposals for submission to the MOHLTC, to become Ontario Health Teams. Further information to be shared in Closed Session.

#### **5.0 Presentation(s)**

- NONE.

#### **6.0 Business Arising**

- NONE.

#### **7.0 Consent Agenda**

- BH.01.MAY0119.C08 – 2018 Tick and Lyme Disease Summary – Program/Service Information Report.
- BH.01.MAY0119.C09 – 2018 West Nile Virus Summary – Program/Service Information Report.
- BH.01.MAY0119.C10 – Mental Health Promotion – Situational Assessment – Program/Service Information Report.
- BH.01.MAY0119.C11 – Clinical Services Booked Appointments and Harm Reduction – Program/Service Information Report.

#### **MOTION:**

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

**Moved: C. Billings**  
**Seconded: R. Goller**

**CARRIED**

## 8.0 BOH Report(s)

### **BH.01.MAY0119.R12 – Naloxone Distribution Program**

Dr. Mercer introduced Report BH.01.MAY0119.R12 and Dr. Tenenbaum spoke to the content. Emergency Medical Service (EMS) is not eligible to distribute Naloxone kits even though they are first responders and can administer Naloxone in an emergency scenario. The WDGPH Board of Health is requesting that the MOHLTC allow EMS to distribute Naloxone kits.

#### **MOTION:**

- (a) **“That the Board of Health receive BOH Report BH.01.MAY0119.R12 – Naloxone Distribution Program, as presented, for information.”**

Moved: J. Hofland  
Seconded: A. Alls **CARRIED**

#### **MOTION:**

- (b) **“That the Board of Health send a letter to the Minister of Health and Long-Term Care requesting that Emergency Medical Service (EMS) organizations be listed as eligible community organizations that are permitted to distribute naloxone kits to eligible individuals in the community.”**

Moved: J. Hofland  
Seconded: A. Alls **CARRIED**

### **BH.01.MAY0119.R13 – Trends in Reported Sexually-Transmitted Infections in Wellington-Dufferin-Guelph**

Dr. Mercer introduced Report BH.01.MAY0119.R13 and Dr. Tenenbaum spoke to the content.

#### **MOTION:**

- (a) **“That the Board of Health receive BOH Report BH.01.MAY0119.R13 – Trends in Reported Sexually-Transmitted Infections in Wellington-Dufferin-Guelph, as presented, for information.”**

Moved: C. White  
Seconded: C. Billings **CARRIED**

## 9.0 Committee (Verbal) Report(s)

### **Audit Committee Report:**

- NONE.

### **Executive Committee Report:**

- NONE.

**Finance + Facilities Committee Report:**

- NONE.

**Human Resources Committee Report:**

G. Gardhouse, Chair, provided an update advising that the Human Resources Committee met on April 10/19 to review/discuss the following matter(s):

**BH.05.APR1019.R01 – MFIPPA Head Designation**

- Report requests that the BOH designate the duties of the head of the organization, related to matters within *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, to the WDGPH Chief Privacy Officer (CPO), via BOH Policy CA.45.01.515 – Designation of Head for Purposes of MFIPPA.

**Motion(s) passed at the May 1/19 BOH Meeting:**

**(a) MOTION: “That the Board of Health accepts the recommendation of the Human Resources Committee and receives BH.05.APR1019.R01 – MFIPPA Head Designation, as presented, for information.”**

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

**(b) MOTION: “That the Human Resources Committee makes recommendation to the Board to 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.”**

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

**BH.05.APR1019.R02 – Emergency Management Update (2018)**

- Report provides an update on key emergency management activities that occurred in 2018.

**Motion(s) passed at the May 1/19 BOH Meeting:**

**(a) MOTION: “That the Board of Health accepts the recommendation of the Human Resources Committee and receives BH.05.APR1019.R02 – Emergency Management Update (2018).”**

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

**BH.05.APR1019.R03 – Health and Safety Update (2018)**

- This is an annual report that provides an update on the key health & safety activities that occurred within the Agency in 2018.

**Motion(s) passed at the May 1/19 BOH Meeting:**

**(a) MOTION: “That the Board of Health accepts the recommendation of the Human Resources Committee and receives BH.05.APR1019.R03 – Health and Safety Update (2018), as presented, for information.”**

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

Discussion on New Process for MOH Review

Human Resources Committee referred the matter back to the next Human Resources Committee meeting for a fulsome discussion on streamlining the process.

**10.0 Correspondence**

- NONE.

**11.0 CLOSED SESSION**

- To approve the April 3, 2019 Closed Session BOH Minutes.
- Human Resources Committee Report from Chair – Apr 10/19:
  - ▶ BH.05.APR1019.R04 – 2018 Human Resources Report [personal matters about an identifiable individual, including BOH employees]; and
  - ▶ BH.05.APR1019.R04 – 2018 Human Resources Report [personal matters about an identifiable individual, including BOH employees]; and
- MOH Update(s) [personal matters about an identifiable individual, including BOH employees].

*WDGPH Staff/Directors were excused from the meeting, with the exception of Dr. Mercer, D. Kingma and S. Muir (Recording Secretary).*

**(4:33)**

**MOTION: “To move into Closed Session to approve Closed Session BOH Minutes of April 3, 2019; to review Closed Session Human Resources Committee Reports BH.05.APR1019.R04 – 2018 Human Resources Report and BH.05.APR1019.R05 – Psychological Health & Safety Report [personal matters about an identifiable individual, including BOH employees]; and to obtain/discuss MOH Update(s) [personal matters about an identifiable individual, including BOH employees].”**

**Moved: C. White**  
**Seconded: J. Hofland** **CARRIED**

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**CLOSED SESSION**

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**Member(s) with regrets were:** Mr. Ralph Manktelow.

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

**Staff member(s) in attendance were:** Mr. David Kingma and Ms. Sylvia Muir (Recording Secretary).

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

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(5:59) Returned to Open Session.

**MOTION: “To Ratify the Closed Session Decisions of the May 1, 2019 Board of Health meeting.”**

**Moved: A. Alls**  
**Seconded: C. White** **CARRIED**

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

**Closed Session Human Resources Committee Report BH.05.APR1019.R04 – 2018 Human Resources Report**

**(a) MOTION: “That the Board of Health accepts the recommendation of the Human Resources Committee and receives Closed Session Human Resources Committee Report BH.05.APR1019.R04 – 2018 Human Resources Report, for information.”**

**Moved: G. Gardhouse**  
**Seconded: C. Billings** **CARRIED**

**Closed Session Human Resources Committee Report BH.05.APR1019.R05 – Psychological Health & Safety Report**

**(a) MOTION: “That the Board of Health accepts the recommendation of the Human Resources Committee and receives Closed Session Human Resources Committee Report BH.05.APR1019.R05 – Psychological Health & Safety Report, as presented, for information.”**

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

## **12.0 Adjournment**

The meeting was adjourned at 6:00 p.m.

**MOTION: “To adjourn the meeting.”**

**Moved: J. Hofland**  
**Seconded: C. Billings** **CARRIED**