

Wellington-Dufferin-Guelph Public Health
MINUTES OF BOARD OF HEALTH
Wednesday January 4, 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), David Anderson, Linda Busuttil, Guy Gardhouse, Rodrigo Goller, Erin Caton, Steve Cavell, Ralph Manktelow, and Chris White.

Member(s) with regrets: NONE.

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, Maria Simpson, Karen Mulvey, Lisa Hebden, Lisa Needham, Paul Medeiros, Phil Wong, Janet Kwansah, Emerson Rajaram, Liliana Marinko, Ms. Camille Loucks, Rob Cunnington, Taylor Thorpe, Julian Martalog, Jennifer Reed, Anna Vanderlaan, Kiley Alderson, Mary Anne Kodzdras, Shelley Nuhn and Laura Kelly (Recording Secretary).

Guests in attendance were: Joanne Shuttleworth (MEDIA), Austin Cardinell (MEDIA), Emma Ens (MEDIA), Adam Donaldson (MEDIA),

1.0 Call to Order

Dr. Mercer called the meeting to order at 2:02 p.m., introduced each 2023 Board of Health member, 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 2023 Inaugural Meeting:

Elect Chair

Nominations for the position of Board Chair were opened by Dr. Mercer.

L. Busuttil nominated G. Bridge as Chair.

R. Goller seconded the nomination.

G. Bridge accepted the nomination.

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

Moved:

L. Busuttil

Seconded:

R. Goller

CARRIED

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

Elect Vice-Chair

Nominations for the position of Vice-Chair were opened by G. Bridge.

R. Manktelow nominated R. Goller as Vice-Chair.

C. White seconded the nomination.

R. Goller accepted the nomination.

MOTION: “To close the nominations for the position of Vice-Chair.”

**Moved: R. Manktelow
Seconded: L. Busuttil 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.

L. Busuttil nominated C. White as Secretary-Treasurer.

G. Bridge seconded the nomination.

C. White accepted the nomination.

MOTION: “To close the nominations for the position of Secretary-Treasurer.”

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

Establish Membership for Standing Committees

G. Bridge, BOH Chair advised that he would like to be a member of all the Standing Committees.

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

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

Finance + Audit Committee membership for 2023 was confirmed as follows:

Finance & Audit Committee: 2023

| | |
|-----------------------------|--------------------------------------|
| Representing Wellington | Chris White (<i>Chair</i>) |
| Representing Wellington | George Bridge (<i>Board Chair</i>) |
| Representing Dufferin | Ralph Manktelow |
| Representing City of Guelph | Rodrigo Goller (<i>Vice Chair</i>) |
| Representing City of Guelph | Linda Busuttil |

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| Human Resources Committee |
|---------------------------|

Human Resources Committee membership for 2023 was confirmed as follows:

| | |
|-----------------------------------|--------------------------------------|
| Human Resources Committee: | 2023 |
| Representing Wellington | David Anderson |
| Representing Wellington | George Bridge (<i>Board Chair</i>) |
| Representing Dufferin | Guy Gardhouse (<i>Chair</i>) |
| Representing City of Guelph | Erin Caton |
| Representing Wellington | Steve Cavell |

Elect Human Resources Chair

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

R. Goller nominated G. Gardhouse as Human Resources Committee Chair.

S. Anderson seconded the nomination.

G. Gardhouse accepted the nomination.

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

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| Moved: | R. Goller | |
| Seconded: | D. Anderson | CARRIED |

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| Executive Committee |
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The Executive Committee is comprised of the Board Chair, the Vice-Chair, the Finance + Audit Committee Chair and the Human Resources Committee Chair. Therefore, the Executive Committee membership for 2023 was confirmed as follows:

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|-----------------------------|--|
| Executive Committee: | 2023 |
| Representing Wellington | George Bridge (<i>Chair</i>) |
| Representing Wellington | Chris White (<i>Secretary-Treasurer</i>) |
| Representing Dufferin | Guy Gardhouse (<i>Human Resources Chair</i>) |
| Representing City of Guelph | Rodrigo Goller (<i>Vice Chair</i>) |

MOTION: “To accept the 2023 membership of the Finance + Audit Committee; the Human Resources Committee; and the Executive Committee, as stated above.”

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| Moved: | L. Busuttil | |
| Seconded: | R. Manktelow | 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 2023 are as follows:

February 1
March 1
April 5
May 3
June 5
September 6
November 1
December 6

MOTION: “To set Board of Health meeting dates for 2023, as noted above.”

Moved: L. Busuttil
Seconded: C. White **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 from 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 2022 is KPMG.

4.0 Approval of Minutes

MOTION: “To approve the Minutes of October 5, 2022 as presented.”

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

5.0 MOH Updates

MOH Update(s):

Dr. Mercer provided an update as follows:

- There are three major illnesses impacting the Wellington-Dufferin-Guelph community this winter – Influenza, Respiratory Syncytial Virus (RSV) and COVID-19. Hospitals are still very much at capacity and a reminder is provided to be mindful that the hospital system experiences added strain in the fall and winter months.
- Public Health continues to hold clinics to catch up on necessary vaccines and restart the work of public health that was necessarily paused during the COVID-19 pandemic. Very informative upcoming Board of Health reports detail this effort.

6.0 Presentation(s)

Nutritious Food Basket 2022

L. Needham presented in conjunction with Board of Health report BH.01.JAN0423.01 – Nutritious Food Basket 2022 Report (see 9.0 BOH Report(s) for summary).

7.0 Business Arising

- NONE.

8.0 Consent Agenda

- BH.01.JAN0423.C01 – 2022 Q3 Health Protection

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: G. Gardhouse

CARRIED

CARRIED

9.0 BOH Report(s)

BH.01.JAN0423.R01 – Nutritious Food Basket 2022 Report

Dr. Mercer introduced and L. Needham reviewed the contents of BOH Report BH.01.JAN0423.R01 – as follows:

- A presentation is shared outlining food affordability, healthy eating behaviours, and food insecurity as a social determinant of health.
- Data regarding high-risk groups, such as indigenous and low-income households is shared, as well as survey data of the University of Guelph student population
- Conestoga College student data will be included going forward.

- Pandemic impacts of food insecurity are highlighted.
- WDGPH will continue to work to engage community partners to reduce inequities in lower income areas.
- Food future initiatives are a priority at public health and future BOH reports in early 2023 will speak to this.
- A board member notes that funding for Ontario Works and ODSP has not increased in some time. Wellington County is aware of and concerned about this issue. This report will be brought to the County's attention.
- Comparative figure analysis to other Universities in Ontario will be researched.

MOTION(1):

- (a) **“That the Board of Health receive BOH Report BH.01.JAN0423.R01 – Nutritious Food Basket 2022 Report as presented, for information.”**

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

MOTION(2):

- (a) **“That the Board of Health forward BH.01.JAN0423.R01 – Nutritious Food Basket 2022 Report to the Association of Local Public Health Agencies and the Ontario Public Health Association to assist them in advocating for those who are food insecure.”**

Moved: D. Anderson
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

- Letter of November 24, 2022, from Executive Council of Ontario re: Steve Cavell appointment to the Board of Health.
- Letter of November 29, 2022, from Nicole Cardow, Deputy Clerk for Wellington County re: municipal appointments to the Board of Health.
- Email of December 8, 2022, from the City of Guelph Clerk's Office re: municipal appointments to the Board of Health.
- Email of December 12, 2022, from Rebecca Whelan, Deputy Clerk for the County of Dufferin re: municipal appointments to the Board of Health.
- Letter of December 21, 2022, from Kim Courts, Deputy Clerk for Wellington County re: citizen appointment of George Bridge to the Board of Health.

MOTION:

- (a) **“That the Board of Health receive the above-noted Correspondence, as presented, for information.”**

Moved: L. Busuttil
Seconded: C. White

CARRIED

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.

(3:02) The Open Session portion of the meeting ended, and everyone disconnected from the meeting.

12.0 CLOSED SESSION

- To approve the October 5, 2022 Closed Session BOH Minutes.
- Closed Session BOH Report **BH.01.JAN0423.R02** – 2022 IT Security Report [the security of the property of the BOH].
- Governance Training with L. Stoltz (Presentation) [advice that is subject to solicitor-client privilege, including communications necessary for that purpose].

(3:02)

MOTION: “To move into Closed Session to approve Closed Session BOH Minutes of October 5, 2022; to review/discuss Closed Session BOH Report BH.01.JAN0423.R02 – 2022 IT Security Report [the security of the property of the BOH]; to obtain/discuss Governance Training with L. Stoltz (Presentation) [advice that is subject to solicitor-client privilege, including communications necessary for that purpose].”

Moved: D. Anderson
Seconded: G. Gardhouse

CARRIED

Wellington-Dufferin-Guelph Public Health
MINUTES OF THE BOARD OF HEALTH
Wednesday January 4, 2023

CLOSED SESSION

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

Member(s) with regrets were: NONE.

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, Dr. Matthew Tenenbaum, Emerson Rajaram, Blair Hodgson, Anna Vanderlaan, Paul Medeiros, Rob Cunnington, Liliana Marinko, Phil Wong, Camille Loucks, Jo-Ann Rodrigues, and Laura Kelly (Recording Secretary).

Guest(s) in attendance were: NONE.

CLOSED SESSION MINUTES TO BE PROVIDED UNDER SEPARATE COVER.

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(4:14) Returned to Open Session.

MOTION: “To Ratify the Closed Session Decisions of the October 5, 2022 Board of Health meeting.”

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

Motion(s) brought forward from Closed Session:

MOTION:

(a) “That the Board of Health receive Closed Session BOH Report BH.01.JAN0423.R02 – 2022 IT Security Report, as presented, for information.”

Moved: R. Goller
Seconded: C. White **CARRIED**

13.0 Adjournment

The meeting was adjourned at 4:16 p.m.

MOTION: “To adjourn the meeting.”

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