

**Wellington-Dufferin-Guelph Public Health**  
**MINUTES OF BOARD OF HEALTH**  
**Wednesday November 6, 2024**

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The Board of Health of Wellington-Dufferin-Guelph Public Health Unit met at 2:04 p.m. virtually via the ZOOM platform.

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

**Member(s) with regrets:** Sandra Starr and Steve Cavell.

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

**Staff members in attendance were:** Chris Beveridge, Dr. Matthew Tenenbaum, Rita Isley, David Kingma, Kyle Wilson, Lisa Hebden, Emerson Rajaram, Camille Loucks, Brian Herman, Anna Vanderlaan, Phil Wong, Liliana Marinko, Shelby Leenders, Danny Williamson, Julian Martalog, Karen Mulvey, and Laura Kelly (Recording Secretary).

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

**1.0 Call to Order**

**1.1 Land Acknowledgement**

Chair G. Bridge called the meeting to order at 2:04 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 4, 2024 as presented.”**

<b>Moved:</b>	<b>R. Manktelow</b>	
<b>Seconded:</b>	<b>G. Gardhouse</b>	<b>CARRIED</b>

#### 4.0 MOH Updates

MOH Update(s):

Dr. Mercer provided several updates as follows:

- Dr. Mercer encouraged residents to receive this year's COVID-19 vaccination, if they have not already done so. WDG residents are able to access the vaccine via public health, primary care offices as well as pharmacies.
- A brief informational discussion was held regarding the expansion of alcohol retail.
- It was noted that a cannabis dashboard will be launched in the coming weeks. Those interested in further information are encouraged to visit the WDGPH website.
- Following the legalization of cannabis an increase in cases of pediatric cannabis poisonings was reported as well as an increased percentage of cannabis users who use the product daily. There was also a reduction in criminal justice interactions related to the illicit cannabis market noted.
- November was highlighted as Radon Awareness Month. Dr. Mercer informed the Board that radon is odorless, colourless, tasteless radioactive gas which is the number one cause of lung cancer in non-smokers. There is no requirement to report the results of a radon test if the homeowner performs testing. WDGPH would like to collect anonymous information on the local findings and is asking if homeowners would complete an online survey if they have tested their home.
- Information on the monitoring of alcohol sales in Ontario was provided by C. Beveridge, VP of Health Protection.

#### 5.0 Presentation(s)

Built Environment Program Needs Assessment

A. Vanderlaan presented in conjunction with Board of Health report BH.01.NOV0624.R30 – Built Environment Program Needs Assessment (see 8.0 BOH Report(s) for summary).

#### 6.0 Business Arising

- None.

#### 7.0 Consent Agenda

- **BH.01NOV0624.C14 – Client and Community Services**
- **BH.01.NOV0624.C15 – HP 2024 Q3 Performance Indicator Summary**
- **BH.01.NOV0624.C16 – Dental Program 2024 Q1 and Q2 Summary**

Consent agenda item BH.01.NOV0624.C16 – Dental Program 2024 Q1 and Q2 Summary – Program/Service Information Report was pulled into the regular meeting by R. Goller.

- Dr. Mercer and R. Isley reviewed the consent agenda item for the Board and noted that significant time has been dedicated to working with families to ensure that they seek appropriate care.
- A Board member requested clarification regarding the support process for clients. It was noted that the structure of the follow-up process is currently under review to enhance efficiency.

**MOTION: “To receive the Consent Agenda item(s) which have been given due consideration, for information.”**

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

## **8.0 BOH Report(s)**

### **BH.01.NOV0624.R30 – Built Environment Program Needs Assessment**

Dr. Mercer introduced and A. Vanderlaan presented on screen and reviewed the contents of BOH Report BH.01.NOV0624.R30 – as follows:

- WDGPH conducted a needs assessment in 2023-2024 to rebuild partnerships post-pandemic and identify future collaborative opportunities through interviews and an environmental scan.
- The Built Environment program outlined four (4) priority areas for 2024-2028 including revising the commenting process, developing tools and promoting evidence-based design. These priorities align with the Agency’s strategic plan.
- The program emphasized tailored support for diverse municipal capacities and addresses health equity through targeted initiatives and workshops.
- A discussion was held regarding bike lane restrictions, and recently proposed provincial changes.

**MOTION: “That the Board of Health receive BOH Report BH.01.NOV0624.R30 – Built Environment Program Needs Assessment as presented for information.”**

**Moved: E. Caton**  
**Seconded: L. Busuttill** **CARRIED**

### **BH.01.NOV0624.R31 – Impact of Poverty on Children’s Health and Well-being**

Dr. Mercer introduced and J. Martalog presented on screen and reviewed the contents of BOH Report BH.01.NOV0624.R31 – as follows:

- Child poverty remains a widespread and intergenerational problem. It disrupts physical, cognitive, and emotional development with long-term consequences.
- Poverty leads to food insecurity, limited access to education and healthcare, unstable housing, and higher mental health risks, contributing to lasting developmental issues.
- Households led by single parents face significant barriers to food security, underlining the need for targeted nutritional support and educational improvements to enhance child well-being.
- Programs such as the Health Babies Health Children (HBHC) Program and Pathways to Education offer promising avenues to enhance developmental and educational outcomes for children in low-income families.
- WDGPH will continue to work with its community partners towards breaking the cycle of poverty to improve overall health and well-being for future generations.

**MOTION: “That the Board of Health receive BOH Report BH.01.NOV0624.R31 – Impact of Poverty on Children’s Health and Well-being as presented, for information.”**

**Moved: D. Anderson**  
**Seconded: G. Gardhouse** **CARRIED**

**BH.01.NOV0624.R32 – Immunization Requirements for Students Attending Schools in WDG**

Dr. Mercer introduced and K. Mulvey presented on screen and reviewed the contents of BOH Report BH.01.NOV0624.R32 – as follows:

- The 2023/2024 school year marked the first enforcement of the Immunization of School Pupils Act (ISPA) in Wellington-Dufferin-Guelph since the COVID-19 pandemic, revealing many incomplete or unreported student vaccine records.
- Establishing a comprehensive integrated provincial immunization registry would allow real-time access to vaccination data for both clients and providers, improving record accuracy and accessibility.
- A provincial registry would decrease the significant administrative and financial burden on public health units related to tracking and assessing immunization records to identify under-immunized students.
- Student immunization records will be assessed in the 2024/2025 school year, with notifications sent to those with incomplete records. WDG Public Health will continue offering accessible vaccination options through community clinics and support for primary care.

**MOTION: “That the Board of Health receive BOH Report BH.01.NOV0624.R32 – Immunization Requirements for Students Attending Schools in WDG as presented, for information.”**

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

**MOTION: “That the Board of Health send a letter to the Ministry of Health advocating for the timely development of a user-friendly provincial immunization system.”**

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

**CARRIED**

## **9.0 Committee (Verbal) Report(s)**

### ***Finance + Audit Committee Report:***

Chris White, Secretary Treasurer, assumed the Chair and provided a report to the Board as follows:

BH.04.OCT0224.R07 – 2024 Second Quarter Financials

C. White introduced and D. Kingma reviewed BH.04.OCT0224.R07 for the Board.

**MOTION: “That the Board of Health receive Finance + Audit Committee Report BH.04.OCT0224.R07 – 2024 Second Quarter Financials, as presented, for information.”**

**Moved: G. Bridge**  
**Seconded: L. Busutil**

**CARRIED**

BH.04.OCT0224.R08 – 2024 Interim Third Quarter Financials

C. White introduced and D. Kingma reviewed BH.04.OCT0224.R08 for the Board.

**MOTION: “That the Board of Health receive Finance + Audit Committee Report BH.04.OCT0224.R08 – 2024 Interim Third Quarter Financials, as presented, for information.”**

**Moved: D. Bull**  
**Seconded: D. Anderson**

**CARRIED**

BH.04.OCT0224.R09 – 2025 Draft Budget

B. Herman and D. Kingma reviewed BH.04.OCT0224.R09 as follows:

- B. Herman shared a high-level summary presentation of the 2025 Draft Budget, which was displayed on screen for the Board and attendees.
- Following the presentation, the Board engaged in a discussion, deliberating on various aspects of the proposed budget. This review ultimately led to the approval of the 2025 draft budget.

**MOTION: “That the Board of Health receive Finance + Audit Committee Report BH.04.OCT0224.R09 – 2025 Draft Budget, as presented, for information.”**

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

**MOTION: “That the Board of Health approve the 2025 Draft Budget, as presented.”**

**Moved: E. Caton**  
**Seconded: R. Manktelow** **CARRIED**

**BH.04.OCT0224.R10 – Annual Facilities Update**

C. White introduced and D. Kingma reviewed BH.04.OCT0224.R10 for the Board

**MOTION: “That the Board of Health receive Finance + Audit Committee Report BH.04.OCT0224.R10 – Annual Facilities Update, as presented, for information.”**

**Moved: D. Anderson**  
**Seconded: L. Busutil** **CARRIED**

**Finance + Audit Committee Terms of Reference Approval**

C. White informed the Board of Health that the Finance + Audit Committee had completed their bi-annual review of the Committee’s Terms of Reference and provided a brief review of the necessary revisions. The Board expressed their agreement with the recommended changes.

**MOTION: “That the Board of Health to approve the Finance + Audit Committee Terms of Reference, as presented.”**

**Moved: E. Caton**  
**Seconded: D. Bull** **CARRIED**

C. White relinquished the Chair to G. Bridge, BOH Chair.

**Human Resources Committee Report:**

- NONE.

**Executive Committee Report:**

- NONE.

**10.0 Correspondence**

- Letter to George Bridge from City of Guelph re: 2025 Budget Confirmation Guideline, dated September 24, 2024.

**MOTION: “To receive the above-noted correspondence, as presented, for information.”**

**Moved: C. White**  
**Seconded: L. Busutil** **CARRIED**

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.

(3:47) The Open Session portion of the meeting ended, and everyone left the meeting room.

## **11.0 CLOSED SESSION**

- To receive Closed Session Report BH.01.NOV0624.R33 – 2024 Cybersecurity Assessment [the security of the property of the BOH].
- To receive Closed Session Finance + Audit Report from Secretary Treasurer [the security of the property of the BOH].
  - ▶ BH.04.OCT0224.R11 – Reserves and Reserve Funds Status
  - ▶ BH.04.OCT0224.R12 – 2025-2027 Financial Planning

**MOTION: “To move into Closed Session to receive Closed Session Report BH.01.NOV0624.R33 – 2023 Cybersecurity Assessment [the security of the property of the BOH] ; and receive Closed Session Finance + Audit Report from Secretary Treasurer [the security of the property of the BOH].**

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

**Wellington-Dufferin-Guelph Public Health**  
**MINUTES OF THE BOARD OF HEALTH**  
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**CLOSED SESSION**

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

**Member(s) with regrets were:** Sandra Starr, and Steve Cavell.

**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, Emerson Rajaram, 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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