



**BOARD OF HEALTH  
REPORT 12-010  
1:30 p.m.  
Monday, December 3, 2012  
Council Chambers  
Hamilton City Hall**

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Present: Mayor B. Bratina, Chair  
Councillors C. Collins, J. Farr, L. Ferguson, T. Jackson, S. Merulla,  
B. Morelli, J. Partridge, R. Pasuta, M. Pearson, R. Powers,  
T. Whitehead

Absent with  
regrets: Councillor B. Clark – Personal Business  
Councillor S. Duvall – Illness  
Councillor B. Johnson – City Business  
Councillor B. McHattie – Vacation

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**THE BOARD OF HEALTH PRESENTS REPORT 12-010 AND RESPECTFULLY  
RECOMMENDS:**

**1. Research and Evidence-Based Planning and Decision Making (BOH12036)  
(City Wide) (Item 5.1)**

That the policies regarding Public Health Services research and ethical review of research and evaluation projects as described in Appendix A and B attached to Board of Health Report 12-010 be approved.

**2. Neighbourhood Air Quality In Hamilton's Industrial Core (BOH12035)  
(Wards 1, 2, 3, 4, and 5) (Outstanding Business List) (Item 8.1)**

That Clean Air Hamilton establish a working group to investigate and make recommendations to the City on actions that can be taken to reduce air pollution in Hamilton.

**3. Public Health Nurse Staffing (BOH12033) (City Wide) (Item 8.2)**

That the Medical Officer of Health be authorized and directed to balance the complement of permanent Public Health Nurses by up to 6.0 FTE to be funded within the existing budget, with corresponding reduction of temporary positions.

**4. Healthy Babies Healthy Children Screening Liaison Public Health Nurse (BOH12038) (City Wide) (Item 8.3)**

- (a) That the Medical Officer of Health be authorized and directed to receive, utilize and report on new 100% base funding for the Healthy Babies Healthy Children Program from the Ministry of Children and Youth Services;
- (b) That the Council authorize and direct the Medical Officer of Health to increase complement in the Healthy Babies Healthy Children program by 1.0 full time equivalent Public Health Nurse.

**5. Health and Social Impacts of Gambling (BOH12040) (City Wide) (Item 8.4)**

That Report BOH12040, respecting Health and Social Impact of Gambling, be referred to the Gaming Sub-Committee for deliberation.

**FOR THE INFORMATION OF COUNCIL:****(a) CHANGES TO THE AGENDA (Item 1)****1. ADDED DISCUSSION ITEMS**

8.4 Health and Social Impacts of Gambling (BOH12040) (City Wide)

**2. ADDED GENERAL INFORMATION**

11.1 Correspondence from the Minister of Health and Long-Term Care respecting funds up to \$48,000 in one-time funding, to provide two additional practicum placements for two Public Health Inspector students.

Recommendation: Be referred to the Medical Officer of Health for the appropriate action.

The agenda was approved as amended.

**(b) DECLARATIONS OF INTEREST (Item 2)**

None

**(c) MINUTES (Item 3)****(i) November 19, 2012 (Item 3.1)**

The minutes from the November 19, 2012 Board of Health meeting, were approved.

**(d) PUBLIC HEARINGS/DELEGATIONS (Item 6)****(i) Delegation request from Mark Holland, representing the Heart & Stroke Foundation wishing to speak to the Board regarding how to make Hamilton a more cardiac safe City (approved at the October 15, 2012 Board of Health Meeting) (Item 6.1)**

Mark Holland was unable to attend today's meeting. In his place, Harpreet Dillon spoke to the Committee respecting making Hamilton Cardiac Safe City. A copy of Ms. Dillon's presentation was retained by the Clerk.

The recommendations provided by the Heart and Stroke Foundation were referred to staff for a report back to the Board of Health.

**(e) PRESENTATION (Item 7)****(i) 2012 PHS Strategic Business Plan - Progress Report (BOH11016(c)) (City Wide) (Item 7.1)**

The presentation respecting Report BOH11016(c) regarding the 2012 PHS Strategic Business Plan - Progress Report, was deferred to the January 16, 2013 meeting of the Board of Health.

**(f) DISCUSSION ITEMS (Item 8)****(i) Neighbourhood Air Quality In Hamilton's Industrial Core (BOH12035) (Wards 1, 2, 3, 4, and 5) (Outstanding Business List) (Item 8.1)**

Item "D" respecting neighbourhood air quality in Hamilton's industrial core was removed from Board of Health Outstanding Business List.

**(ii) Public Health Nurse Staffing (BOH12033) (City Wide) (Item 8.2)**

The Committee asked questions with respect to the financial implications and budgeting of public health nurse staffing.

The staff recommendation was amended by deleting the word “increase” and replace with “balance” and the following be added after “funded within the existing budget” “with corresponding reductions of temporary positions”

**(g) GENERAL INFORMATION (Item 11)**

**(i) Correspondence from the Minister of Health and Long-Term Care respecting funds up to \$48,000 in one-time funding, to provide two additional practicum placements for two Public Health Inspector students. (Item 11.1)**

Recommendation: Be referred to the Medical Officer of Health for the appropriate action.

**(h) ADJOURNMENT (Item 13)**

The Board of Health adjourned at 2:45 p.m.

Respectfully submitted,

Mayor R. Bratina  
Chair, Board of Health

Christopher Newman  
Legislative Coordinator

## Public Health Services Policy and Procedure Manual

<b>Chapter</b>	07	Research and Education	07-04
<b>Section</b>	00		
<b>Subject</b>	04	Registering Research and Evaluation Projects	
<b>Signature</b>	_____		<u>XXXX-XX-XX</u>
<b>Approved by:</b>	Board of Health		Date

### Intent

Public Health Services (PHS) is committed to evidence based practice and the efficiency and effectiveness of departmental programs and services through the integration of research and evaluation. The intent of this policy is to outline the responsibilities of PHS staff when conducting research.

### Policy

The Board of Health has a responsibility to assure the methodological and ethical quality of research and evaluation projects conducted at PHS by ensuring compliance with the ethical standards as defined in the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (CIRH, NSERC and SSHRC, 2010). All research/evaluation projects will be documented and registered in an accurate and consistent manner to facilitate communication and collaboration on projects and to prevent duplication of research/evaluation activities between PHS Divisions and amongst researchers and practitioners in Hamilton, Ontario, and Canada.

PHS has adopted the following principles regarding formal research being done by PHS:

- PHS will collaborate with key partners on research projects (to be defined as below).
- PHS will act as the primary researcher only in circumstances where there is appropriate expertise and resources to carry out the project, the project will add value to the organization’s programs and services, and the activity is in keeping with individual workplans and learning and development plans.

The following criteria will be used when considering research requests:

- consistent with PHS mandate and priorities;
- will inform PHS programming;
- related to identified community need;
- PHS has capacity and resources to participate; and

- request comes from a capable partner.

## Procedure

The following process will be used when determining research priorities at the departmental and divisional level.

- Research priorities at both levels should align with the Departmental Business Plan (DBP) and the Corporate Strategic Plan.
- Any research question or issue that arises outside of the annual DBP planning process should be pursued based on the research criteria that is outlined above
- Any current research projects that do not fit with any of the processes above should be completed within a reasonable timeframe but not expanded.
- Evaluation should be considered as part of the approval process for research activities.

The annual Research Report produced by the Applied Research and Evaluation team will serve as a research inventory of all research activities in PHS and as a reporting mechanism on the outcomes of the projects.

Approval for internal research activities and projects include those projects led/conducted by PHS Program staff or students. Internally funded projects are required to complete a Research Project Charter Template Form (Attachment A). Approval for external research includes those projects where PHS clients or staff are being studied. Externally funded projects are required to complete a Research Project Review & Registration (RPRR) Form (Attachment B).

Research activities that must be registered include internally and externally funded projects as well as those that access study participants from PHS, but do not include those projects where data collection is part of routine program delivery.

## Board of Health

Through PHS staff:

- Foster collaboration with McMaster University and other academic institutions in order to promote partnerships in research and evaluation activities.

## Researcher

- Communicates research intent to relevant PHS division/program
- Completes Parts I & II of Research Project Review and Registration form (RPRR) and Application for Review by Research Ethics Board (if Researcher has not already complied with Research Ethics Board Guidelines)

- Submits RPRR to relevant Divisional Director and Associate Medical Officer of Health for initial review and approval
- Provides notification of completion of research project to the Divisional Director and Associate Medical Officer of Health
  
- Approves proposed project
  - Completes Sections III - IV of RPRR

## Divisional Director and Associate Medical Officer of Health

### Definitions

**Program Evaluation:** is defined as “the systematic gathering, analysis, and reporting of data about a program to assist in decision-making.” (Ontario Public Health Standards, 2008)

**Program Monitoring:** “The collection of information on indicators on how well programs perform, particularly with regard to the delivery of services (outputs) and the achievement of results (outcomes) (Rossi et al., 1999). Program monitoring...is also referred to as ‘performance measurement’ or ‘results-based management’.” (Aubry, Flynn, & Ready, 2003).

**Research:** is “the organized and purposeful collection, analysis, and interpretation of data.” (Ontario Public Health Standards, 2008)

**Situational Assessment:** “Influences planning by examining the legal/political environment, stakeholders, population health needs, past literature, previous evaluations, and the vision for the project.” (The Health Communications Network, 2008)

### References

Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, and the Social Sciences and Humanities Research Council of Canada, *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*, December 2010. Available at: [http://www.ethics.gc.ca/pdf/eng/tcps2/TCPS\\_2\\_FINAL\\_Web.pdf](http://www.ethics.gc.ca/pdf/eng/tcps2/TCPS_2_FINAL_Web.pdf)

*Personal Health Information Protection Act*, 2004 S. O. 2004, c.3, Sched. A, available at: [http://www.e-laws.gov.on.ca/DBLaws/Statutes/English/04p03\\_e.htm](http://www.e-laws.gov.on.ca/DBLaws/Statutes/English/04p03_e.htm)

**Resources****Attachment 07-04A**

- Research Project Charter Template

**Attachment 07-04B**

- Research Project Review and Registration

**History**

*07-04 Teaching Health Unit/PHRED Program - Registering Research & Evaluation Projects approved by Council 2000-10-03*

*07-04 Teaching Health Unit/PHRED Program - Registering Research & Evaluation Projects changed to 07 04 Program Policy & Planning Division – Registering Research & Evaluation Projects and revised by Jane Soldera, Director, Program Policy & Planning Division 2005-02-11.*

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Approved by DMT 2005-02-14 and approved by City Council 2005-03-23.

*07 04 Program Policy & Planning Division – Registering Research & Evaluation Projects changed to 07-04 Registering Research & Evaluation Projects 2007-09-13; approved by Teresa Bendo, Director Planning & Continuous Improvement 2008-01-25.*

*07-04 Registering Research and Evaluation Projects updated by ??? November 2012; approved by Board of Health 2012-xx-xx.*

## Public Health Services Policy and Procedure Manual

<b>Chapter</b>	07	P&CI: Applied Research & Evaluation	07-03
<b>Section</b>	00		
<b>Subject</b>	03	Ethical Review of Research and Evaluation Projects	
<b>Signature</b>	_____		<u>XXXX-XX-XX</u>
<b>Approved by:</b>	Board of Health		Date

### Intent

Hamilton Public Health Services (PHS) intends to carry out ethically sound research and evaluation projects in accordance with the relevant provisions of the Personal Health Information Protection Act, 2004, S.O. 2004, c.3.

This Policy and Procedure applies to research and evaluation projects that have been registered in accordance with Departmental Policy and Procedure 07-04- Registering Research and Evaluation Projects.

### Policy

PHS recognizes that protecting the privacy of personal health information is an essential part of our commitment to quality service, programs and care. PHS will collect, use and disclose the personal health information of clients responsibly and in compliance with all applicable laws.

Ethical issues are considered and addressed before approval of Departmental research projects.

The collection and/or disclosure of personal health information for research and evaluation purposes/plans is carried out in accordance with the requirements of the Personal Health Information Protection Act, 2004, S.O. 2004, c.3.

The requirements for research plans are set out in the Act and include the nature and objectives of the research and the public or scientific benefit of the research. Personal health information may be disclosed to a researcher if a research ethics board has approved the researcher's research plan.

PHS complies with the ethical standards as set out by Hamilton Health Sciences/McMaster Faculty of Health Sciences Research Ethics Board and the University of Guelph Research Ethics Board as supported by the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (Medical Research Council of Canada, 2003) which guides the use of human participants in research by Canadian institutions (Attachment A).

PHS accepts the mandate of the McMaster University and the University of Guelph Research Ethics Boards (REB) in their role to safeguard the rights, safety and well-being of all research participants. The REB's review and approve research projects that meet acceptable ethical and scientific standards and for which adequate facilities and resources are available. PHS also accepts that the REB's provide advice on the ethical, scientific and technical aspects of planning research projects.

All research projects carried out at PHS require ethics approval by a Research Ethics Board affiliated with a university or hospital institution.

Those researchers associated with McMaster University require approval from the Research Ethics Board (REB) at Hamilton Health Sciences/McMaster Faculty of Health Sciences. Those researchers associated with the University of Guelph require the approval from the University of Guelph Ethics Review Board. At the University of Guelph, low/minimal risk submissions can request an expedited ethical review process.

#### **Procedure Researcher**

- Complies with Guidelines from the particular REB.
- For McMaster affiliated researchers - Submission of Research Projects Form (Attachment B) directs the completion and submission of the Application for Review by the Research Ethics Board at McMaster (Attachment C). Project revisions for approval to REB are completed using Research Ethics Board Amendment Request (Attachment C)
- For University of Guelph researchers- Submission of Research Projects Form (Attachment D) directs the completion and submission of the Application for Review by Research Ethics Board at Guelph (Attachment E).
- Provides REB with an annual review of project status if the project exceeds 1 year in duration.
- Collaborates with PHS program staff as needed to facilitate the submission of the Application for Review by Research Ethics Board.

#### **Definitions**

**Personal Health information (PHI)** means any form of information regarding an individual's physical or mental health. PHI records may include family health history, health numbers, the identity of a substitute decision maker, any documentation concerning the provision of health care, long term care service plans, payments or eligibility for health care, and tissue donations. PHI may be oral or recorded. Identifying information does not necessarily name the individual, but has the foreseeable potential to be utilized alone or with additional information to identify an individual.

**Research:** is "the organized and purposeful collection, analysis, and interpretation of data." (Ontario Public Health Standards, 2008) Research activities that must be registered with PHSMT include internally and externally funded projects as well as those that access study participants from PHS, but do not include those projects where data collection is a part of routine program delivery.

**Researcher** is a person who conducts research.

**Research Ethics Board** is a board of persons established for the purposes of approving research plans that meets prescribed requirements

## References

### Departmental P&P

- 03-24 Privacy of Personal Health Information

### Departmental P&P

- 07-04 Registering Research & Evaluation Projects

### Legislation

- Personal Health Information Protection Act, 2004, S.O. 2004, c.3. available at:

[http://www.e-laws.gov.on.ca/html/statutes/english/elaws\\_statutes\\_04p03\\_e.htm](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_04p03_e.htm)

## Resources

### Attachment 07- 03A

- Medical Research Council of Canada; Natural Sciences and Engineering Research Council of Canada; and Social Sciences and Humanities Research Council of Canada. (June, 2003). *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*. Ottawa, Canada: MRC.

[http://pre.ethics.gc.ca/policy-politique/tcps-epc/docs/TCPS%20October%202005\\_E.pdf](http://pre.ethics.gc.ca/policy-politique/tcps-epc/docs/TCPS%20October%202005_E.pdf)

(Also see pdf attached)

<N:\Department Info\Policy & Procedures\2008 PHS Policies & Procedures\7.0 P & CI-Applied Research & Evaluation\07-03 Ethical Review of Research and Evaluation Projects\07-03 A Ethical conduct for Research Involving Humans.pdf>

Please check the following websites to assure that the most current version of the attachments below are used:

McMaster Faculty of Health Sciences Ethics Research Board Website  
<http://fhs.mcmaster.ca/healthresearch/reb/index.html>

- Attachment 07- 03 B**
- Hamilton Health Sciences/ McMaster Faculty of Health Sciences, Health Research Services, (October, 2009). *General Research Ethics Application*. Hamilton, Ontario.  
<http://fhs.mcmaster.ca/healthresearch/reb/forms.html>
- Attachment 07- 03 C**
- Hamilton Health Sciences/ McMaster Faculty of Health Sciences, Health Research Services, (October, 2009). *Amendment Request*. Hamilton, Ontario.  
<http://fhs.mcmaster.ca/healthresearch/reb/forms.html>
- Attachment 07-03 D**
- University of Guelph, Office of Research (January, 2006). *The Application Process Form 3-G-001*  
[http://www.uoguelph.ca/research/humanParticipants/reb\\_guidelines.shtml](http://www.uoguelph.ca/research/humanParticipants/reb_guidelines.shtml)
- Attachment 07-03 E**
- University of Guelph, Office of Research (January, 2006). *Application to Involve Human Subjects in Research*  
<http://www.uoguelph.ca/research/forms/documents/Word/Application%20to%20Involve%20Human%20Participants%20in%20Research.doc>

Advice can be received from the Research Ethics Officer at:

McMaster University  
Oliver Klimek  
klimeko@mcmaster.ca  
(905) 525-9140 ext. 22577

Guelph University  
Sandy Auld  
[sauld@uoguelph.ca](mailto:sauld@uoguelph.ca)  
1-(519) 824-4120 ext. 56606

**History**

*07-03 Research, Evaluation & Survey Ethics* approved 2000-10-03

*07-03 Research, Evaluation & Survey Ethics* changed to *07-03 Ethical Review of Research and Evaluation Projects* and revised by Jane Soldera, Director, Program, Policy & Planning Division 2005-03-15. Reviewed by Legal Services 2005-05-30. Approved by DMT 2005-06-06

*07-03 Ethical Review of Research and Evaluation Projects* revised by *Colleen Van Berkel* 2007-01-25; approved by Teresa Bendo, Director Planning & Continuous Improvement, 2007-09-13.