

**THUNDER BAY DISTRICT HEALTH UNIT**

**BOARD OF HEALTH MEETING**

**September 27, 2005**

**3:30 pm – BOARDROOM**

**MINUTES**

**Board Members Present:**

C. Bryson, Chair	L. Kloosterhuis
I. Angus	D. Bell
R. Buitenhuis	C. Teichroeb
V. Catalan	C. Trottier
G. Garbutt	J. Virdiramo
M. Harding	G. Nelson

**Regrets:**

N. Gale

**Administration Present:**

Dr. P. Sutcliffe, A/Medical Officer of Health  
D. Heath, A/Chief Executive Officer, & Business Administrative Officer  
K. Allan, Director, Health Protection and Clinical Services

**Regrets:**

L. Chow, Director, Health Promotion and Chronic Disease Prevention

**Recorder:**

B. McClain

1. Meeting Called to Order – 3:30 pm
2. Attendance and Announcements
  - √ Connie Bryson, Chair, introduced Dr. Penny Sutcliffe, Acting Medical Officer of Health. Dr. Sutcliffe, Medical Officer for Sudbury & District Health Unit, noted the additional assistance from Dr. Vera Etches of Sudbury.
  - √ Connie Bryson noted that Mr. Norm Gale has been named by the Public Appointments Unit as a Provincial Appointee to the Board of Health, effective July 15, 2005. Mr. Gale is currently Manager of Quality Assurance & Training with Superior North Emergency Medical Service.
  - √ It was noted that Mr. Neil MacOdrum is ineligible to continue to sit as a Provincial Appointee as he is an elected official. Appreciation was expressed to Mr. MacOdrum for his past contribution to the Board of Health.

- √ The Chair read a thank you card from Dr. David Williams, former Medical Officer of Health for the Health Unit.
- √ It was noted that the Municipal CAO Forum is scheduled for October 18 and 19, and that Doug Heath will attend.

3. Declarations of Interest

None declared.

4. Agenda Approval

The agenda was re-ordered to move Item 7.3, "In-camera Session" to follow Item 6, "Minutes" in order to accommodate R. Johnston; and to add Item 10.1 "Election of Executive Committee Member-at-Large" under "Other Business".

*Moved by: I. Angus*

*Seconded by: G. Garbutt*

*THAT the Agenda for the Board of Health Meeting of September 27, 2005 be approved, as amended.*

*CARRIED*

5. Presentation

There was no presentation.

6. Minutes

6.1 Minutes of June 15, 2005 Regular Board of Health Meeting

*Moved by: I. Angus*

*Seconded by: L. Kloosterhuis*

*THAT the Minutes of the Regular Board of Health Meeting of June 15, 2005 be approved.*

*CARRIED*

6.2 Minutes of Executive Committee – July 14, 2005

The approved Minutes of the Executive Committee of July 14, 2005 were presented for information purposes.

6.3 Minutes of Executive Committee – August 10, 2005

The Minutes of the Executive Committee of August 10, 2005 were presented for information purposes. The Minutes will be put forth for approval at the next Executive Committee Meeting.

7. Matters Arising from the Minutes

7.1 Policies & By-law

Suggested policy revisions were reviewed. D. Heath, Business Administrator and Acting CEO reviewed the travel issue, and the importance of working within the current purchasing policy to maintain the integrity of the process and to protect public funds.

Revisions as presented were approved with following additions:

- i) Policy BH-02-03, Bullet #4, re-word to specify "travel on Board business", rather than "personal travel";
- ii) Policy BH-02-05, "Record of Board Meetings", add that approved Minutes will be posted on the Health Unit website.

*Moved by: G. Garbutt*

*Seconded by: I. Angus*

*THAT the Board of Health approve the changes to Board of Health Policies BH-02-02, BH-02-03, BH-02-04, BH-02-05, BH-02-10 as forwarded by the Executive Committee, and outlined in Report No. 42-05, as amended.*

*CARRIED*

The contents of By-law 84-01, "A By-law to amend the constitution" are now incorporated in By-law 04-01, "A By-law to regulate the proceedings of the Board of Health".

By-law 04-02, "A By-law to provide for banking and finance" was revised to include the Manager of Finance as a signing authority, and to comply with changes to the Purchasing Policy as approved by the Board on June 15, 2005 (Res. 05-65).

*Moved by: C. Trottier*

*Seconded by: C. Teichroeb*

*THAT the Board of Health rescind By-law 84-01, "A By-law to amend the Constitution".*

*THAT the Board of Health enact By-law 05-02, "A By-law to provide for Banking and Finance."*

*CARRIED*

7.2 Building Update

D. Heath provided a status report on building renovations and repairs. Commencement of the projects has been delayed. The schedule of work for

the renovations will carry into 2006. The roof repair will commence in the 2006 building season.

*Moved by: G. Garbutt*

*Seconded by: C. Teichroeb*

*THAT the Board of Health accept Report No. 48-05, "Building Update".*

*CARRIED*

### 7.3 In-camera Session

The In-camera session was moved to follow Item 6, "Minutes".

*Moved by: G. Nelson*

*Seconded by: J. Virdiramo*

*THAT the Board of Health move to in-camera session.*

*CARRIED*

I. Angus declared a conflict of interest during the in-camera session, and excused himself from the meeting. In-camera personnel and property matters were dealt with in their entirety.

*Moved by: J. Virdiramo*

*Seconded by: G. Nelson*

*THAT the Board of Health move out of in-camera discussion to resume regular business.*

*CARRIED*

## 8. Standing Reports

### 8.1 Divisional Reports

#### 8.1.1 Health Protection and Clinical Services

Ken Allan, Director of Health Protection and Clinical Services, presented the monthly Divisional Report. Highlights included the Best Start initiative for which additional information will be released in November 2005; updated Vaccine Storage and Handling Guidelines issued by the Ministry of Health and Long-Term Care are resulting in stricter enforcement practices; the Pandemic Planning Workshop hosted by the Health Unit will be held on September 28 and 29, with approximately 120 registrants. Board Members' questions were addressed. In response to a query, it was noted that municipalities will be advised by the Medical Officer of Health in writing of the standard of practice regarding food handling at public events.

#### 8.1.2 Health Promotion and Chronic Disease Prevention

The monthly report was presented for information. Highlights included the reinstatement of the Health Unit as the 7<sup>th</sup> provincial lead health unit in the Tobacco Control Area Network (TCAN), and the Regional Cancer Program under development by the Thunder Bay Regional Health Sciences Centre.

## 8.2 Acting CEO and Business Administrative Officer's Report

Doug Heath, Acting CEO, expressed his appreciation for the support of Sudbury & District Health Unit and Board of Health, and the Thunder Bay Senior Management team during the transition period of recruiting a new Medical Officer of Health. It was noted that MOH recruitment is a priority; the budget is nearing completion and will be brought to the November Board Meeting for approval.

Resolutions were presented to reflect changes to the Medical Officer of Health coverage during absences, and to reflect the services agreement with Sudbury & District Health Unit.

*Moved by: G. Nelson*

*Seconded by: J. Virdiramo*

*THAT the Board of Health rescind Resolutions No. 00-23 and 00-108 in the matter of Medical Officer of Health coverage.*

**CARRIED**

*Moved by: J. Virdiramo*

*Seconded by: G. Nelson*

*WHEREAS Section 69 (1) of the Health Protection and Promotion Act states that:*

*69. (1) Where,*

*(a) the office of medical officer of health of a board of health is vacant or the medical officer of health is absent or unable to act; and*

*(b) there is no associate medical officer of health of the board or the associate medical officer of health of the board is also absent or unable to act,*

*the board of health shall appoint forthwith a physician as acting medical officer of health.*

*BE IT THEREFORE RESOLVED that for the duration of an absence of the Medical Officer of Health, the following individuals be appointed as Acting Medical Officer of Health for the Thunder Bay District*

*Health Unit as necessary, to ensure that the statutory duties and powers of the Medical Officer of Health may continue to be fulfilled:*

*Dr. Pete Sarsfield  
Dr. Alan Northan  
Dr. Catherine Whiting  
Dr. Penny Sutcliffe  
Dr. Vera Etches*

**CARRIED**

*Moved by: G. Garbutt*

*Seconded by: C. Trottier*

*THAT the Board of Health rescind Resolution No. 05-88 in the matter of Medical Officer of Health coverage.*

**CARRIED**

*Moved by: J. Virdiramo*

*Seconded by: G. Nelson*

*THAT the Board of Health approve contracting with the Sudbury & District Health Unit for the provision of Medical Officer of Health coverage by Dr. Penny Sutcliffe and Dr. Vera Etches.*

**CARRIED**

## 9. New Business

### 9.1 Commercial Tanning Bed Use by Minors

Ena DePeuter, Manager of Healthy Living, presented this report in Lori Chow's absence. The risks of skin cancer through ongoing use of tanning beds were outlined and it was noted that District youth, although they are aware of the risks, continue to visit tanning beds. There are 11 tanning beds in the District; 63 in the City of Thunder Bay.

*Moved by: G. Garbutt*

*Seconded by: L. Kloosterhuis*

*WHEREAS ultraviolet radiation from tanning beds and other artificial sources is a human carcinogen,*

*AND WHEREAS skin cancer rates are on the rise in Ontario and Canada,*

*AND WHEREAS the World Health Organization recommends that "governments consider comprehensive legislation governing the operation of sunbeds..." and..."should be legally binding and be capable of local enforcement" (WHO, 2003),*

*THEREFORE BE IT RESOLVED THAT the Thunder Bay District Board of Health endorse the World Health Organization's recommendation that "governments consider comprehensive legislation governing the operation of sunbeds..." and "should be legally binding and be capable of local enforcement."*

*AND FURTHER THAT the Thunder Bay District Board of Health support Middlesex-London Board of Health's resolution "Artificial Tanning Use in London-Middlesex."*

*AND FURTHER THAT the Thunder Bay District Board of Health urge the Ontario Ministry of Health and Long-term Care to amend the Personal Services Setting Protocol (1998) to ban the use of commercial tanning beds by those under the age of 18, in support of the WHO recommendation;*

*AND FURTHER THAT copies of this letter be sent to the Premier of Ontario, the Minister of Health and Long-term Care, the Minister of Health Promotion, the Chief Medical Officer of Health, Healthy Environments and Consumer Safety Branch of Health Canada, local members of the Provincial Parliament, the Association of Local Public Health Agencies, the Ontario Public Health Association, the Canadian Institute of Public Health Inspectors, Ontario Boards of Health, member municipalities, the Canadian Cancer Society, the Canadian Dermatology Association, the Canadian Paediatric Association, the College of Physicians and Surgeons of Ontario, and the Provincial Cancer Prevention and Screening Council requesting their support and action.*

*CARRIED*

9.2 December Board Meeting & Christmas Dinner

The December Board Meeting and Christmas Dinner will be held, as originally scheduled, on Wednesday, December 14.

9.3 Joint OPHA/ALPHA Conference

It was noted the Conference will be held in Toronto, November 21 – 23, 2005. Three Board Members are planning to attend.

9.4 alpha Board of Health Section Submission to the Local Capacity Review Committee

The Chair brought the document, "Strengthening Public Health Governance, Funding, and Accountability" to the Board's attention. Areas of particular interest were highlighted.

10. Other Business

10.1 Election of Executive Committee Member-at-Large

Due to N. MacOdrum's ineligibility to continue to sit on the Board of Health, a vacancy was created on the Executive Committee.

Nominations were called for the position of Executive Committee Member-at-Large.

*Moved by: M. Harding*

*Seconded by: G. Garbutt*

*THAT David Bell be nominated as Member-at-Large, Executive Committee.*

*ACCEPTED*

*Moved by: L. Kloosterhuis*

*Seconded by: C. Trottier*

*THAT Cara Teichroeb be nominated as Member-at-Large, Executive Committee.*

*ACCEPTED*

*THAT the nominations for Member-at-Large, Executive Committee, be closed.*

Cara Teichroeb, Board Member from Manitouwadge, was elected to the position of Member-at-Large, Executive Committee.

*THAT all ballots be destroyed.*

*CARRIED*

11. Adjournment

The meeting was adjourned at 5:00 pm

12. Date of next meeting: October 18, 2005