

# THUNDER BAY DISTRICT HEALTH UNIT

## BOARD OF HEALTH MEETING

November 21, 2006

1:30 pm – BOARDROOM

### MINUTES

#### **Board Members Present:**

C. Bryson, Chair  
I. Angus  
R. Buitenhuis  
N. Gale  
G. Garbutt  
M. Harding  
L. Kloosterhuis  
G. Nelson  
C. Teichroeb  
C. Trottier  
J. Virdiramo

#### **Regrets:**

V. Catalan

#### **Absent:**

R. Souckey

#### **Administration Present:**

Dr. N. Cameron, Medical Officer of Health / CEO  
D. Heath, Business Administrative Officer  
K. Allan, Director, Health Protection and Clinical Services  
J. Black, A/Director, Health Promotion & Chronic Disease Prevention

**Recorder:** B. McClain

#### **Meeting Called to Order – 1:30 pm**

##### **1. Attendance and Announcements**

- The Chair expressed congratulations to those members who were re-elected in the November 13 Municipal Election.
- Ken Allan displayed the plaque awarded to the Health Unit by UNICEF in recognition of its receipt of the Baby Friendly Initiative designation.
- Members were informed of the new format for correspondence related to resolutions, and invited to advise the Executive Assistant of any copies needed.
- The Chair invited Board Members to contribute to the purchase of a raffle item for the organization's Christmas Raffle, the proceeds of which go to local charities.
- Board Members were reminded to RSVP for the Christmas Dinner to be held December 19, 2006.

**2. Declarations of Interest**

There were none declared.

**3. Agenda Approval**

*Moved by: R. Buitenhuis*

*Seconded by: C. Teichroeb*

*THAT the Agenda for the Regular Board of Health Meeting of November 21, 2006 be approved.*

CARRIED

**4. Presentation**

Ken Ranta, Manager of Tobacco Control Unit, presented information on the impact of the Smoke-Free Ontario Act on Long-Term Care facilities and the residents. The Health Unit, in conjunction with the Ministry of Health and Long-Term Care has offered programs to assist in smoking cessation. At this time, the Ministry does not have plans to revise the legislation. Inquiries of the Board of Health Members were addressed.

**5. Minutes**

5.1 Minutes of October 17, 2006

*Moved by: C. Trottier*

*Seconded by: L. Kloosterhuis*

*THAT the Minutes of the Regular Board of Health Meeting of October 17, 2006 be approved.*

CARRIED

**6. Matters Arising from the Minutes**

6.1 Award of Strategic Planning Consultant Contract

Dr. Cameron outlined the criteria used to award the contract for the strategic planning consultant. These included strategic planning experience, facilitation abilities, knowledge of public health and the north, uniqueness or added value, compliance with proposal requirements, quality of the proposal and client references. Funding is in place for work to be done in 2006, and a one-time funding request will be submitted to the Ministry of Health and Long-Term Care for work to be completed in 2007, subject to approval of the Board. Board Members' inquiries regarding selection criteria were addressed.

Moved by: C. Trottier

Seconded by: G. Garbutt

*THAT the Board of Health award the proposal for Strategic Planning Consultant Services to Blackstone Partners at a cost of \$37,019 (GST extra), plus administrative and travel costs, as outlined in Report No. 58-06.*

**DEFEATED**

Moved by: I. Angus

Seconded by: M. Harding

*THAT the Board of Health award the proposal for Strategic Planning Consultant Services to Wanlin & Co. at a cost of \$12,600 (GST extra), plus reasonable administrative and travel costs with prior approval as outlined at the Board of Health Meeting of November 21, 2006.*

**DEFEATED**

Moved by: I. Angus

Seconded by: J. Virdiramo

*THAT the Board of Health approve that the proposal be referred back to the Strategic Planning Committee for further discussion and action, as outlined at the Board of Health Meeting of November 21, 2006.*

**CARRIED**

**7. Standing Reports**

**7.1 Divisional Reports**

**7.1.1 Health Protection and Clinical Services**

Ken Allan reviewed the monthly activity report. Inquiries were addressed.

**7.1.2 Health Promotion and Chronic Disease Prevention**

Janine Black highlighted the OPHA alcohol harm-reduction campaign, for which Thunder Bay is a launch site. Inquiries were addressed.

**7.1.3 Business Administrative Officer Report**

D. Heath reviewed the monthly report with focus on the 3<sup>rd</sup> Quarter Variance for the period ending September 30, 2006. Service has been reduced in the clinical area due to a reduction in the staffing complement. Detailed discussion was deferred to discussion of the 2007 Cost-shared Budget, Item 8.

**7.2 Medical Officer of Health Report**

Dr. Cameron provided information on the Program Standards Technical Review Committee, the steering committee for the review of the 1997 Mandatory Programs and Services Guidelines. Questions of the Board Members were addressed.

Moved by: L. Kloosterhuis

Seconded by: R. Buitenhuis

*THAT the Board of Health accept the Report of the Medical Officer of Health as presented in Report No. 56-06.*

CARRIED

## **8. New Business**

### **8.1 Board of Health Self-Assessment Responses**

Connie Bryson invited Board Members to review the tabulation of responses of the Self-Assessment Questionnaire. It was noted that a review of the assessment document will be included in the strategic planning process.

### **8.2 2007 Annual Meeting Date**

Connie Bryson advised that an orientation session for Board Members will precede the Annual Meeting / January Regular Board of Health Meeting on the approved date. All Board Members were encouraged to attend.

Moved by: C. Teichroeb

Seconded by: L. Kloosterhuis

*THAT the Annual Meeting of the Board of Health be held on Tuesday, January 16, 2007.*

CARRIED

### **8.3 Volunteer Code**

Dr. N. Cameron noted that adoption of a volunteer code is formal recognition by the Board of Health of the significant contribution of the Health Unit's volunteers who are extensively used in various programs and services. Board Members' inquiries were addressed.

Moved by: G. Nelson

Seconded by: J. Virdiramo

*WHEREAS volunteering has been identified as the most fundamental act of citizenship and philanthropy in our society; and*

*WHEREAS the Canada Survey of Giving, Volunteering and Participating 2004 identifies that 11.8 million Canadians volunteered their time to charities and other non-profit organizations;*

*WHEREAS the Thunder Bay District Health Unit has a well established and substantial volunteer program with strong support from the Board of Health; and*

*WHEREAS the Canadian Code for Volunteer Involvement 2001, serves as a framework to guide the engagement and support of volunteers; and*

*Volunteer Canada urges all organizations that incorporate volunteers to adopt the Code for Volunteer Involvement;*

*THEREFORE BE IT RESOLVED THAT the Thunder Bay District Health Unit adopt the Canadian Code for Volunteer Involvement; and*

*FURTHER THAT copies of this resolution be forwarded to Volunteer Canada, the Professional Administrators of Volunteer Resources Ontario (PAVR-O), the Ontario Public Health Association, the Chief Medical Officer of Health, the Association of Local Public Health Agencies, and all Ontario Boards of Health.*

*CARRIED*

8.4 2007 Cost-shared Budget

Doug Heath, on behalf of Senior Management, presented the 2007 Cost-shared Budget and a recommendation to consider a long-term strategy to increase its resources. Despite identified funding inequities, it was noted the Ministry of Health and Long-Term Care expects Health Units to meet the mandate within a more modest rate of growth on top of the changing cost-shared ratio. Health Units have been advised to expect "up to a 5%" increase from the Province. The proposed cost-shared budget that met the prescribed ratios was amended and approved by an increase of \$40,000 to the Municipal levy to reflect the support of the Board of Health to maintain a 1.0 FTE public health nurse position in the Manitouwadge Office subject to the availability of qualified staff."

*Moved by: C. Teichroeb                      Seconded by: G. Nelson*

*THAT the Board of Health approve, as outlined at the Board of Health Meeting of November 21, 2006,*

- 1. the 2007 Mandatory Core Program budget at a level of \$11,085,946, for submission to the Ministry of Health and Long-Term Care;*
- 2. the Municipal Levy be set at \$2,452,988, to meet the 2007 funding ratio;*
- 3. the fees for oral contraceptives be increased by \$1.00 per package;*
- 4. the application of one-time funding in the amount of \$40,000 to cover the Strategic Planning Process costs;*
- 5. the Land Development Program budget at \$172,714 Revenues and Expenditures;*
- 6. any municipal surplus resulting at year-end be designated as funding for the Reserve Fund for Capital Expenditures; and*

7. *the Medical Officer of Health/CEO and Business Administrative Officer be authorized to arrange appropriate financing for the funding of health unit operations, if required.*

CARRIED

8.5 In-camera Session

Moved by: J. Virdiramo                      Seconded by: G. Nelson

*THAT the Board of Health move to In-camera discussion regarding Labour Relations matters.*

CARRIED

In-camera items were dealt with in their entirety.

Moved by: G. Nelson                      Seconded by: G. Garbutt

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

CARRIED

Moved by: G. Nelson                      Seconded by: I. Angus

*THAT the Board of Health approve the CUPE Agreement for the period January 1, 2006 to December 31, 2006, and retroactive to January 1, 2006, as presented by the Business Administrative Officer at the Board of Health Meeting of November 21, 2006.*

CARRIED

Moved by: J. Virdiramo                      Seconded by: G. Garbutt

*THAT the Board of Health approve, as presented by the Business Administrative Officer at the Regular Board of Health Meeting of November 21, 2006:*

- i) the Non-union financial compensation package for the period January 1, 2006 to December 31, 2006;*
- ii) the On-call compensation adjustment for Managers, and that this adjustment be retroactive to January 1, 2006;*
- iii) the Non-union benefit package, effective January 1, 2007.*

CARRIED

**9. Other Business**

**10. Adjournment**

The meeting was adjourned at 4:49 PM

**11. Date of Next Meeting: December 19, 2006**

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Chair, Board of Health

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Medical Officer of Health

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Recording Secretary