

**THUNDER BAY DISTRICT HEALTH UNIT**  
**REGULAR BOARD OF HEALTH MEETING**

**January 17, 2006**

**2:00 pm – BOARDROOM**

**MINUTES**

**Board Members Present:**

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

**Regrets:**

D. Bell  
V. Catalan  
L. Kloosterhuis  
C. Trottier  
D. Heath, A/Chief Executive Officer

**Administration Present:**

Dr. P. Sutcliffe, A/Medical Officer of Health (T/C)  
K. Allan, Director, Health Protection and Clinical Services  
G. Daniels, A/Business Administrative Officer  
E. DePeuter, A/Director, Health Promotion & Chronic Disease Prevention

**Recorder:** B. McClain

**Meeting Called to Order – 2:00 pm**

**1. Attendance and Announcements**

C. Bryson, Chair, welcomed the Board Members to a new year. I. Angus noted he was unable to attend the December meeting due to an unscheduled meeting conflict, and expressed his regrets. Dr. P. Sutcliffe commented briefly on the 2005 Annual Report of the Chief Medical Officer of Health to the Ontario Legislative Assembly, "Building the Foundation of a Strong Public Health System", released earlier in the day. This report was strongly commended to the Board members for reading.

**2. Declarations of Interest**

There were none declared.

**3. Agenda Approval**

*Moved by: G. Nelson*

*Seconded by: G. Garbutt*

*THAT the Agenda for the Regular Board of Health Meeting of January 17, 2006 be approved.*

*CARRIED*

**4. Presentation**

Ken Ranta, Manager of the Tobacco Control Unit, introduced Daniel DePeuter, Youth Advisor, and Peer Leaders: Katie Holm, Jessica Bouchard, Kathryn Morgan. The students presented a slide show outlining the establishment and development of the Youth Action Alliances activities in the District through the Tobacco Control Unit. A series of future events planned to promote a tobacco-free lifestyle, and the dangers of smoking were described. Queries of the Board Members were addressed. Appreciation was expressed by the Board for the Peer Leaders' work in this area. It was noted that 12 additional Peer Leaders have started with the program on January 17, 2006.

**5. Minutes**

5.1 Minutes of December 14, 2005

*Moved by: R. Buitenhuis*

*Seconded by: G. Garbutt*

*THAT the Minutes of the Regular Board of Health Meeting of December 14, 2005 be approved.*

*CARRIED*

**6. Matters Arising from the Minutes**

**7. Standing Reports**

7.1 Divisional Reports

7.1.1 Health Protection and Clinical Services

Ken Allan, Divisional Director, presented the monthly report. Highlights included the increased networking opportunities for

Healthy Babies/Healthy Children public health nurses throughout Northern Ontario; the Needle Exchange Program saw an increase of 16.5% in exchanges over last year; by the end of November 2005, 20,451 individuals had been immunized at flu clinics in the District; 355 District food workers successfully completed training as Certified Food Handlers. Board Members' questions were addressed.

#### 7.1.2 Health Promotion and Chronic Disease Prevention

E. DePeuter, A/Divisional Director, presented the monthly report. It was noted that a follow-up advocacy letter on Healthy Weights Healthy Lives was forwarded under the Chair's signature to the Minister of Health Promotion to present a unified public health voice to the province. It was noted that Fair Start program management has been transferred to the Health Promotion and Chronic Disease Prevention Division to facilitate ongoing and stable funding. Information on the three-year cross-Divisional "Take a Break" program was highlighted, noting that it has been an extremely successful program throughout the District. Highlights from the Branch Offices include the launch this month of a worksite Eat Smart Program in Marathon; school-based programs in drug, alcohol and nicotine awareness in Marathon, Nipigon, and Manitouwadge were undertaken. Board Members questions were addressed.

#### 7.2 A/Chief Executive Officer Report

D. Heath was unable to attend due to weather and travel conditions. K. Allan provided an update on the recruitment process for the Medical Officer of Health position. It was noted that the interview panel remains unchanged after the elections of the Annual Meeting. The report provided a review of 2005 and a look ahead to 2006. Questions were invited on the report.

*Moved by: M. Harding*

*Seconded by: R. Buitenhuis*

*THAT the Board of Health accept the report of the A/Chief Executive Officer as presented in Report No. 04-06.*

*CARRIED*

#### 7.3 A/Business Administrative Officer

G. Daniels, A/Business Administrative Officer, presented the Divisional report which included a progress report on the building repair and renovations. Health and Safety issues have been addressed in Phase I. Phase II has started. It is anticipated that Phase III design and tender will be initiated in February; however, Phase III will not start until Phase II is complete. Information on funding was provided.

Moved by: N. Gale

Seconded by: I. Angus

*THAT the Board of Health approve the carry-forward of the surplus funds associated with the approved 2005 budget, operating budget reallocations, and one-time funding from the Ministry of Health and Long-Term Care to fund the outstanding building and renovation work during the 2006 budget year, as outlined in Report No. 05-06.*

**CARRIED**

It was noted that there will be an ONA conciliation meeting on February 6, 2006.

The document, "A Review of Board of Health Liability", circulated by alPHa, was reviewed and selected areas were highlighted. It was noted that the Health Unit has addressed recommendations appropriately through the development and approval of policies and procedures. The Board of Health is kept current on the business of the Health Unit through the monthly presentation of reports which are received from the Medical Officer of Health/CEO Office and the Divisional Directors. It was noted that an annual legal report will now be completed at the same as the annual audit report to provide financial information and general background information on the issues.

The Health Unit insurance policy coverage and cost with Philpot & Delgaty was reviewed for Board Members' information. There has been a premium increase for most public health units due to increased risk throughout the province. It was noted that the regular review of services such as insurance and audit is part of the new Purchasing Policy and an ongoing review schedule will be developed as services come up for renewal. It was noted that a Health Unit is obligated to engage the auditor used by the largest municipality within its District. A cost benefit review of health benefits will be considered.

Moved by: N. Gale

Seconded by: M. Harding

*THAT the Board of Health approve the renewal of insurance coverage for the Thunder Bay District Health Unit from Frank Cowan Company at a total premium cost of \$61,166, as required under Purchasing Policy FP-05-02, and as presented by the Acting Business Administrative Officer at the Regular Board of Health Meeting of January 17, 2006.*

**CARRIED**

**8. New Business**

8.1 2006 Meeting Schedule

The Regular Board of Health Meetings will continue to be scheduled for the 3<sup>rd</sup> Tuesday of the month at 1:30 pm. The staff conference will be re-scheduled in light of the revised May meeting date.

Moved by: G. Nelson

Seconded by: G. Garbutt

*THAT the Board of Health approve the interim schedule of Board of Health Meetings for 2006 as determined at the Regular Meeting of January 17, 2006, as amended.*

*CARRIED*

**9. Other Business**

I. Angus advised the Board of a pending City of Thunder Bay By-law regarding skateboarders; etc. of interest to Health Promotion – Injury Prevention staff, and which may require future support by the Board of Health.

**10. Adjournment**

The meeting was adjourned at 3:30 pm.

**11. Date of Next Meeting: February 21, 2006**