

THUNDER BAY DISTRICT HEALTH UNIT

MINUTES OF MEETING: BOARD OF HEALTH

DATE: NOVEMBER 18, 2008

TIME: 12:30 P.M.

PLACE: BOARD ROOM

CHAIR: MR. J. VIRDIRAMO

BOARD MEMBERS PRESENT:

Ms. C. Bryson
Mr. T. Fox
Mr. N. Gale
Ms. C. Gillies
Mr. S. Harasen
Ms. M. Harding
Ms. S. Hunt
Ms. L. Kloosterhuis
Mr. J. MacEachern
Mr. J. Masters
Ms. B. Metzler
Mr. E. Rutherford
Ms. L. Rydholm
Ms. L. Tolmonen
Mr. J. Virdiramo

ADMINISTRATION PRESENT:

Mr. D. Heath, Chief Administrative Officer (A),
Business Administrative Officer and Director
– Business Administrative Services
Dr. S. Graham, Medical Officer of Health (A)
Mr. K. Allan, Director, Health Protection
Ms. J. Black, Director, Health Promotion
Ms. B. Moro, Executive Assistant to the Medical
Officer of Health/CEO and Secretary to the
Board

The Chair called the meeting to order at 12:30 p.m.

1. ATTENDANCE AND ANNOUNCEMENTS

The following Announcements were made at the meeting:

- Reminder of the Annual Board Christmas Luncheon next month which will be held at the Airline Hotel

2. DECLARATIONS OF INTEREST

There were no disclosures of interest.

3. AGENDA APPROVAL

Resolution No.: 2008-121

MOVED BY: Ms. C. Bryson
SECONDED BY: Mr. J. Masters

THAT the Agenda for the Regular Board of Health Meeting to be held on November 18, 2008, be approved.

CARRIED

4. INFORMATION SESSION

4.01 Taking Action on Healthy Living

Ms. J. Black, Director – Health Promotion introduced Ms. A. Ostrom, Health Promotion Planner to the Members of the Board who gave a PowerPoint presentation relative to the above noted.

5. MINUTES OF THE PREVIOUS MEETINGS

5.01 Thunder Bay District Board of Health

The Minutes of the Thunder Bay District Board of Health Meeting held on October 21, 2008, to be approved.

Resolution No.: 2008-122

MOVED BY: Ms. L. Kloosterhuis
SECONDED BY: Ms. C. Bryson

THAT the Minutes of the Thunder Bay District Board of Health Meetings (Regular and Closed Session) held on September 16, 2008, be approved.

CARRIED

5.02 Executive Committee

The Minutes of the Executive Committee meeting held on October 21, 2008, will be presented for approval at an Executive Committee meeting to be held on November 18, 2008 was presented and distributed to the Board for information at the meeting.

6. MATTERS ARISING FROM PREVIOUS MINUTES

6.01 2008 Annual Review of Constitution,
By-laws and Board of Health Policies

At the October 21, 2008 Board of Health Meeting memorandum from the Executive Assistant, dated October 9, 2008, containing a resolution relative to the above noted and attaching the following correspondence was presented:

- Report No. 48 – 2008 – 2008 Annual Review of Constitution, By-laws and Board of Health Policies
- Revised Draft Amalgamated By-law, dated October 9, 2008
- Attachment 2 to Report No. 48-2008 - Amalgamated By-law Sectional Review
- Attachment 3 to Report No. 48-2008 - Draft Revised Board Policy No. BH-02-13 – Non-Smoking Policy
- Attachment 4 to Report No. 48-2008 - Board Policy BH-02-05 – Record of Board Meetings

At that time, a resolution was passed referring the by-law and policies back to Administration to make the recommended changes and that the changes be presented to the November 18, 2008 Board of Health meeting.

Memorandum from Mr. D. Heath, Chief Executive Officer (A) and the Executive Assistant, dated November 5, 2008, outlining the changes made to the amalgamated by-law.

Memorandum from Ms. G. Daniels, Manager – Finance, dated November 3, 2008, relative to green procurement and property maintenance.

Memorandum from Ms. J. Black, Director – Health Promotion, dated November 18, 2008, outlining the changes made to the Tobacco Free Policy was placed on the desks.

Resolution No.: 2008-113

MOVED BY: Mr. N. Gale
SECONDED BY: Mr. J. MacEachern

THAT the Board of Health approve the following recommendations of the Executive Committee as contained in Report No. 48-2008 and passed by Resolution No. 2008 – 84 at their September 15, 2008 meeting relative to the annual review of the Board of Health's Constitution, By-laws and Policies:

AND THAT the Board of Health approve the requested changes to the Amalgamated By-law as contained in the memorandum from Mr. D. Heath, Chief Executive Officer (A) dated November 5, 2008;

AND THAT the Board of Health approve the requested changes to the Tobacco Free Policy as contained in the Memorandum from Ms. J. Black, Director – Health Promotion, dated November 18, 2008;

6. MATTERS ARISING FROM PREVIOUS MINUTES (Continued)

6.01 2008 Annual Review of Constitution,
By-laws and Board of Health Policies (Continued)

1. Adopt the amalgamated by-law and that it be numbered By-law No.: 2008 – 02;
2. Repeal the Board of Health's constitution;
3. Repeal the following Board By-laws:
 - 00-03 - Auditor
 - 00-05 - Corporate Policies and Procedures
 - 00-06 - Organizational and management Structure
 - 01-08 - Borrowing of Money and the Issue of Securities
 - 02-09 - Enter into Hedging Transactions
 - 03-04 - Management of Property
 - 03-07 - Personnel Policies
 - 05-02 - Banking and Finance
 - 2008-01 - Proceedings of the Board
4. Repeal the following Board Policies:
 - BH-02-01 – Orientation of New Board Members
 - BH-02-02 – Code of Conduct for Board Members
 - BH-02-06 – Communication with Health Unit Personnel
 - BH-02-07 – Health Unit Senior Administrative Structure
 - BH-02-08 – Agency Staff Requirements
 - BH-02-09 – Contractual Services
 - BH-02-10 – Public Education and Promotion
 - BH-02-11 – Confidentiality of Information
 - BH-02-12 – Research Activities
 - BH-02-14 – Appointment of Medical Officer of Health
5. Approve the changes to the Board's Policy BH-02-13 - Non-Smoking Policy and change its name to "Tobacco-Free Policy";
6. Approve the revisions to the Board's Policy BH-02-05 - Record of Board Meetings.

6. MATTERS ARISING FROM PREVIOUS MINUTES (Continued)

6.01 2008 Annual Review of Constitution,
By-laws and Board of Health Policies (Continued)

Resolution No.: 2008-122(A)

MOVED BY: Mr. N. Gale
SECONDED BY: Mr. J. MacEachern

THAT with respect to the resolution 2008 Annual Review of Constitution By-laws and Board of Health Policies we recommend that paragraph 3(d) under Section 10 – CODE OF CONDUCT as contained in the Amalgamated By-law be referred back to Administration to obtain a legal opinion.

CARRIED

Resolution No.: 2008-113

MOVED BY: Mr. N. Gale
SECONDED BY: Mr. J. MacEachern

THAT the Board of Health approve the following recommendations of the Executive Committee as contained in Report No. 48-2008 and passed by Resolution No. 2008 – 84 at their September 15, 2008 meeting relative to the annual review of the Board of Health's Constitution, By-laws and Policies:

AND THAT the Board of Health approve the requested changes to the Amalgamated By-law as contained in the memorandum from Mr. D. Heath, Chief Executive Officer (A) dated November 5, 2008;

AND THAT the Board of Health approve requested changes to the Tobacco Free Policy as contained in the Memorandum from Ms. J. Black, Director – Health Promotion, dated November 18, 2008;

1. Adopt the amalgamated by-law and that it be numbered By-law No.: 2008 – 02;
2. Repeal the Board of Health's constitution;
3. Repeal the following Board By-laws:
 - 00-03 - Auditor
 - 00-05 - Corporate Policies and Procedures
 - 00-06 - Organizational and management Structure
 - 01-08 - Borrowing of Money and the Issue of Securities
 - 02-09 - Enter into Hedging Transactions
 - 03-04 - Management of Property

6. MATTERS ARISING FROM PREVIOUS MINUTES (Continued)

6.01 2008 Annual Review of Constitution,
By-laws and Board of Health Policies (Continued)

- 03-07 - Personnel Policies
- 05-02 - Banking and Finance
- 2008-01 - Proceedings of the Board

4. Repeal the following Board Policies:

- BH-02-01 – Orientation of New Board Members
- BH-02-02 – Code of Conduct for Board Members
- BH-02-06 – Communication with Health Unit Personnel
- BH-02-07 – Health Unit Senior Administrative Structure
- BH-02-08 – Agency Staff Requirements
- BH-02-09 – Contractual Services
- BH-02-10 – Public Education and Promotion
- BH-02-11 – Confidentiality of Information
- BH-02-12 – Research Activities
- BH-02-14 – Appointment of Medical Officer of Health

5. Approve the changes to the Board's Policy BH-02-13 - Non-Smoking Policy and change its name to "Tobacco-Free Policy";

6. Approve the revisions to the Board's Policy BH-02-05 - Record of Board Meetings.

AND THAT paragraph 3(d) under Section 10 – CODE OF CONDUCT as contained in the Amalgamated By-law be referred back to Administration to obtain a legal opinion.

CARRIED

7. STANDING REPORTS

7.01 Divisional Reports

7.1.1 Health Protection

Report No. 60-2008 relative to providing an update to the Board on the Health Protection Department, for information.

Mr. K. Allan, Director – Health Protection appeared before the Board, provided an overview of the report and responded to questions.

Congratulations were extended to the staff of the Thunder Bay District Health Unit for their work and communications on the Group A Strep outbreak.

7. STANDING REPORTS (Continued)

7.01 Divisional Reports (Continued)

7.1.2 Health Promotion

Report No. 61-2008 relative to providing an update to the Board on the Health Promotion Department, for information.

Ms. J. Black, Director – Health Promotion appeared before the Board, provided an overview of the report and responded to questions.

It was requested that locations and times for the Best Start Hub location launches in the district communities on November 26, 2008 be sent to the Board Members.

7.1.3 Business Administrative Officer,
Administrative Services and Acting CEO Report

Report No. 62-2008 relative to providing an update to the Board on the Business Administrative Services Department and CEO's Office, for information.

Attachment 1 - Cost Shared Programs Financial Position was distributed in the agenda package

Attachment 2 – Provincial Programs Summary 100% Funded was distributed in the agenda package

Attachment 3 – Land Development Financial Position was distributed in the agenda package

Mr. D. Heath, Chief Executive Officer (A), Business Administrative Officer and Director - Administrative Services appeared before the Board and provided an overview of the report.

7.2 Medical Officer of Health Report

Report No. 63-2008 from Dr. S. Graham, Acting Medical Officer of Health.

Dr. S. Graham, Medical Officer of Health (A) appeared before the Board and provided an overview of the report.

Resolution No.: 2008-123

MOVED BY: Ms. C. Bryson
SECONDED BY: Ms. L. Kloosterhuis

THAT the Board of Health accept the Report of the Medical Officer of Health (A), as presented in Report No. 63-2008.

CARRIED

8. NEW BUSINESS

8.01 User Fee Policy

Memorandum from the Executive Assistant, dated October 25, 2008, containing a resolution relative to the above noted and attaching the following correspondence:

- Issue Report No. 57-2008 relative to providing a recommendation for a User Fee Policy.
- Memorandum from Ms. G. Daniels, Manager – Finance, dated October 21, 2008, advising of a correction to Issue Report No. 57-2008
- Revised User Fee Policy
- Attachment 2 to Issue Report No. 57-2008 – Schedule A – Health Protection Division User Fees
- Attachment 3 to Issue Report No. 57-2008 – Schedule B – Health Promotion Division User Fees
- Attachment 4 to Issue Report No. 57-2008 – Schedule C – Administrative Services Division User Fees

Resolution No.: 2008-124

MOVED BY: Ms. S. Hunt
SECONDED BY: Mr. N. Gale

THAT the Board of Health approve the User Fee Policy as recommended by the Executive Committee as contained in Issue Report No. 57-2008 and passed by Resolution No. 2008 – 103 at their October 21, 2008 meeting.

CARRIED

8.02 Budget Process Policy

Memorandum from the Executive Assistant, dated October 25, 2008, containing a resolution relative to the above noted and attaching the following correspondence:

- Issue Report No. 53-2008 relative to providing a recommendation for a Budget Process Policy.
- Revised Budget Process Policy

Resolution No.: 2008-125

MOVED BY: Ms. L. Kloosterhuis
SECONDED BY: Ms. S. Hunt

THAT the Board of Health approve the Budget Process Policy as recommended by the Executive Committee as contained in Issue Report No. 53-2008 and passed by Resolution No. 2008 – 104 at their October 21, 2008 meeting.

CARRIED

8. NEW BUSINESS (Continued)

8.03 Tangible Capital Asset Policy

Memorandum from the Executive Assistant, dated October 25, 2008, containing a resolution relative to the above noted and attaching the following correspondence:

- Issue Report No. 54-2008 relative to providing a recommendation for a Tangible Capital Asset Policy in accordance with new Public Sector Accounting Board reporting requirements.
- Attachment 1 to Issue Report No. 54-2008 – Tangible Capital Asset Policy

Resolution No.: 2008-126

MOVED BY: Ms. C. Bryson
SECONDED BY: Ms. L. Kloosterhuis

THAT the Board of Health approve the Tangible Capital Asset Policy as recommended by the Executive Committee as contained in Issue Report No. 54-2008 and passed by Resolution No. 2008 – 105 at their October 21, 2008 meeting.

CARRIED

8.04 Reserve and Reserve Fund Policy

Memorandum from the Executive Assistant, dated October 25, 2008, containing a resolution relative to the above noted and attaching the following correspondence:

- Issue Report No. 58-2008 relative to providing a recommendation for a Reserve and Reserve Fund Policy
- Revised Reserve and Reserve Fund Strategy Policy

Resolution No.: 2008-127

MOVED BY: Ms. C. Gillies
SECONDED BY: Ms. M. Harding

THAT the Board of Health approve the Reserve and Reserve Fund Policy as recommended by the Executive Committee as contained in Issue Report No. 58-2008 and passed by Resolution No. 2008 – 106 at their October 21, 2008 meeting.

CARRIED

8. NEW BUSINESS (Continued)

8.05 Signing Authority Report

Issue Report No. 59-2008 relative to recommending a designated Board Member be authorized signing authority for the Thunder Bay District Health Unit.

Resolution No.: 2008-128

MOVED BY: Ms. C. Bryson
SECONDED BY: Mr. N. Gale

THAT with respect to Report No. 59 – 2008 we recommend that the following Board of Health Member be granted signing authority for the Thunder Bay District Health Unit for the remainder of 2008:

1. Ms. Beatrice Metzler

AND THAT the Amalgamated By-law be amended accordingly.

CARRIED

8.06 2007 Annual Report

A copy of the 2007 Annual Report was distributed separately with the agenda package.

Resolution No.: 2008-129

MOVED BY: Ms. S. Hunt
SECONDED BY: Ms. L. Tolmonen

THAT the Board of Health recommends that the external Annual Report for 2007 titled “Planning for Progress” be accepted, as presented.

CARRIED

Administration was requested to bring back information relative to the cost effectiveness of internal and external graphics and printing services.

8.07 2009 Cost Shared Budget

Issue Report No. 64 - 2008 relative to recommending the 2009 Cost-Shared Budget for approval by the Board of Health for submission to the Ministry of Health and Long-Term Care and attaching the following:

- Attachment 1 – Consolidated 2009 Cost Shared Budget
- Attachment 2 – Summary of Full Time Equivalent Changes
- Attachment 3 - Municipal Levy Distribution
- Attachment 4 - Land Development Program Budget

8. NEW BUSINESS (Continued)

8.07 2009 Cost Shared Budget (Continued)

Mr. D. Heath, Chief Executive Officer (A), Business Administrative Officer and Director - Administrative Services appeared before the Board, gave a PowerPoint presentation, provided an overview of the report and responded to questions.

Resolution No.: 2008-130

MOVED BY: Mr. J. MacEachern
SECONDED BY: Mr. T. Fox

THAT with respect to Issue Report No. 64-2008 the Board of Health recommends that:

1. the 2009 Mandatory Core Program budget at a level of \$11,972,924, for submission to the Ministry of Health and Long-Term Care;
2. the Municipal Levy be set at \$2,615,221;
3. the application of One-time funding to cover the Community Water Fluoridation Communication Plan implementation be submitted to the Board of Health prior to submission to the Ministry of Health and Long Term Care;
4. the application of One-time funding for the Street Outreach Program be submitted to the Board of Health prior to submission to the Ministry of Health and Long Term Care;
5. the Land Development Program budget at \$149,500 Revenues and Expenditures;
6. the Chief Executive Officer and Business Administrative Officer be authorized to arrange appropriate financing for the funding of the Health Unit operations, if required.

CARRIED

8.08 Niagara Public Health Summit – October 26 – 29, 2008

A report on the Niagara Public Health Summit from Board of Health member Ms. C. Gillies, for information. Ms. C. Gillies, Board Member provided overview of her report.

Ms. M. Harding, Ms. C. Bryson and Mr. J. Virdiramo provided a verbal report of the conference. Many of the members felt that the conference was most relevant to front line staff rather than Boards of Health.

Mr. J. Virdiramo advised that a copy of the conference material was available for those that wished to review it.

8. **NEW BUSINESS** (Continued)

8.09 Date of Annual Meeting

Memorandum from the Executive Assistant dated October 25, 2008, containing a resolution relative to establishing a date for the Annual Meeting.

Resolution No.: 2008-131

MOVED BY: Mr. E. Rutherford
SECONDED BY: Ms. S. Hunt

THAT the Board of Health's Annual Meeting be scheduled for January 20, 2008 at 12:30 p.m.

CARRIED

8.10 Board of Health (Closed Session) Meeting

Resolution No.: 2008-132

MOVED BY: Ms. C. Bryson
SECONDED BY: Mr. J. Masters

THAT the Board of Health move into a closed session meeting to receive information relative to labour relations/employee negotiations.

CARRIED

At 2:55 p.m. the Board of Health moved into closed session.

Ms. B. Moro, Secretary to the Board left the meeting room.

At 3:05 p.m. the Board of Health moved out of closed session to resume regular business.

Ms. B. Moro re-entered the meeting room.

9. OTHER BUSINESS

9.01 Ontario Nurses Association (ONA) Agreement

Resolution No.: 2008-134

MOVED BY: Ms. C. Gillies
SECONDED BY: Mr. T. Fox

THAT the Board of Health approve, as presented by the Chief Executive Officer (A) at the Board of Health Meeting (Closed Session) meeting held on November 18, 2008, the Agreement with the Ontario Nurses Association (ONA) for the period of

CARRIED

10. NEXT MEETING

The next regularly scheduled Board of Health meeting will be held on Tuesday, December 16, 2008 at 1:00 p.m. at the Travelodge Airline.

11. ADJOURNMENT

Resolution No.: 2008-135

MOVED BY: Mr. S. Harasen
SECONDED BY: Ms. C. Bryson

THAT the Board of Health meeting held on November 18, 2008 be adjourned at 3:10 p.m.

CARRIED

Chair, Board of Health

Chief Executive Officer (A)

Recording Secretary