

THUNDER BAY DISTRICT HEALTH UNIT

MINUTES OF MEETING: BOARD OF HEALTH

DATE: JANUARY 15, 2008

TIME: 12:45 P.M.

PLACE: AUDITORIUM

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
Mr. J. MacEachern
Mr. J. Masters
Ms. B. Metzler
Ms. L. Tolmonen
Mr. J. Virdiramo

ADMINISTRATION PRESENT:

Dr. N. Cameron, Medical Officer of Health/CEO
Dr. E. Alvarez, Associate Medical Officer of Health
Mr. K. Allan, Director, Health Protection and Clinical Services
Ms. J. Black, Director, Health Promotion & Chronic Disease Prevention
Mr. D. Heath, Business Administrative Officer
Ms. B. Moro, Executive Assistant to the Medical Officer of Health/CEO and Secretary to the Board

REGRETS:

Ms. S. Hunt
Ms. L. Kloosterhuis
Mr. E. Rutherford

The Chair called the meeting to order at 12:45 p.m.

1. ATTENDANCE AND ANNOUNCEMENTS

The Chair made the following announcements at the meeting:

- Asked that Board members fill in the survey on their desks relative to using the Auditorium as a location for holding Board meetings.
- Reminder of alPHa Conference in February. If anyone wishes to attend, please contact the Executive Assistant.
- New members are invited to attend the Health Unit orientation with Aimee Linkewich, Education Officer to be provided before or after the next board meeting
- Asked if there were any other orientation requirements needed by Board Members.
- Reminder of the Ontario Public Health Standards Webinar to be held on January 22, 2008 in the Auditorium from 2 to 4 p.m.
- Advised that the City of Thunder Bay had not yet appointed a replacement to the Board.

1. ATTENDANCE AND ANNOUNCEMENTS (Continued)

The Board thanked Ms. Connie Bryson for her years of dedication and commitment to the Board of Health as Chair for the years of 2004 to 2007.

2. DECLARATIONS OF INTEREST

There were no disclosures of interest.

3. AGENDA APPROVAL

Resolution No. 2008-03

MOVED BY: Ms. B. Metzler
SECONDED BY: Mr. J. MacEachern

THAT the Agenda for the Regular Board of Health Meeting to be held on January 15, 2008, be approved.

CARRIED

4. INFORMATION SESSION

4.01 Planning for an Influenza Pandemic

Report No. 06-2008 relative to providing information to the Board relative to the above noted, for information.

Mr. K. Allan, Director – Health Protection and Clinical Services and Ms. D. Binette, Manager – Infectious Disease appeared before the Board, gave a PowerPoint presentation and responded to questions.

Mr. N. Gale, Board Member, congratulated the Health Unit on their Pandemic Plan, as the comprehensive plan was referenced frequently in the preparation of the EMS's Pandemic Plan.

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 December 18, 2007, to be approved.

5. MINUTES OF THE PREVIOUS MEETINGS (Continued)

5.01 Thunder Bay District Board of Health (Continued)

Resolution No. 2008-04

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

THAT the Minutes of the Thunder Bay District Board of Health Meeting held on December 18, 2007, be approved.

CARRIED

6. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the previous minutes.

7. STANDING REPORTS

7.1 Divisional Reports

7.1.1 Health Protection and Clinical Services

Report No. 03-2008 relative to providing an update to the Board on the Health Protection and Clinical Services Department, for information.

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

7.1.2 Health Promotion and Chronic Disease Prevention

Report No. 04-2008 relative to providing an update to the Board on the Health Promotion and Chronic Disease Prevention Department, for information.

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

7.1.3 Business Administrative Officer Report

Report No. 05-2008 relative to providing an update to the Board on the Business Administrative Services Department, for information.

Mr. D. Heath, Director – Administrative Services and Business Administrative Officer appeared before the Board, provided an overview of the report and responded to questions.

7. STANDING REPORTS (Continued)

7.2 Medical Officer of Health Report

Report No. 07-2008 relative to providing an update to the Board from Dr. N. Cameron, Medical Officer of Health.

Dr. Cameron, Medical Officer of Health/CEO appeared before the Board, provided an overview of the report and responded to questions.

Dr. Cameron provided an update on the status of the Community Water Fluoridation Project, including the City's report, Health Unit administrative strategies and media events. A copy of the fluoridation postcard, which will be available in dental offices and the Health Unit, was distributed to Members of the Board.

Resolution No. 2008-05

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

THAT the Board of Health accept the Report of the Medical Officer of Health, as presented in Report No. 07-2008.

CARRIED

8. NEW BUSINESS

8.01 Issue Report – Changes to Procedural By-law Resulting From Amendments to the Municipal Act, 2001 (Bill 130)

Report No. 02-2008 relative to authorizing amendments to the Board's Procedural By-law describing the process for how notice of a Board of Health meeting will be provided to the public and to add the new exception for the Board to go into closed session resulting from amendments to the *Municipal Act* (Bill 130).

Memorandum from the Secretary to the Board, dated January 11, 2008, providing additional information and amending the resolution as contained in Report No. 02-2008 was placed on the desks.

Memorandum from Ms. C. Bryson, dated January 11, 2008, relative to corrections to the Procedural By-law and reconsidering the December meeting in an election year and the Board of Health Luncheon date was placed on the desks.

8. NEW BUSINESS (Continued)

8.01 Issue Report – Changes to Procedural By-law Resulting
From Amendments to the *Municipal Act, 2001 (Bill 130)* (Continued)

Resolution No. 2008-06

The Chair advised that under the Board's procedural by-law a two-thirds majority vote was necessary.

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

THAT with respect to Report No. 02-2008 the Board of Health recommends that Board By-law No. 07-01, a by-law to regulate the proceedings be amended to provide for public notice of meetings and add the new exception for the Board of Health to go into closed session, as outlined in Attachment 2 to this report;

AND THAT Board By-law No. 07-01 be further amended to allow for the posting of the agenda format pages to the Thunder Bay District Health Unit's website, as a method of providing notification to the public of upcoming Board of Health meetings on the Tuesday, prior to the meeting, by 4:30 p.m.

CARRIED

Resolution No. 2008-06(A)

The Chair advised that under the Board's procedural by-law a two-thirds majority vote was necessary.

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

THAT the Procedural By-law be amended by deleting the following section:

"5. A December Board of Health meeting will not be scheduled in the year of a Municipal Election."

AND THAT the annual luncheon be held prior to the December Board of Health meeting, as outlined in the memorandum from Ms. C. Bryson, dated January 11, 2008.

CARRIED

8. NEW BUSINESS (Continued)

8.02 Recognition of Retirees

Memorandum from Ms. M. Harding, dated January 11, 2008, providing a recommendation for consideration relative to the above noted.

A copy of the Thunder Bay District Health Unit Corporate Policy HR-08-03-11 – Long Service Awards, is provided as background information, relative to the above noted.

MOVED BY: Ms. C. Bryson
SECONDED BY: Ms. B. Metzler

THAT Administration review Corporate Policy HR-08-03-11 – Long Service Awards;

AND THAT options for recognizing retirees be investigated;

AND THAT the report be brought back to the June 17, 2008 Board of Health Meeting.

CARRIED

8.04 Board of Health Meeting (Closed Session)

Memorandum from the Executive Assistant, dated January 8, 2008, containing a resolution, relative to establishing a Closed Session meeting, immediately following the Board of Health Meeting on Tuesday, January 15, 2008.

Resolution No. 2008-07

MOVED BY: Ms. L. Tolmonen
SECONDED BY: Mr. T. Fox

THAT the Board of Health move into a Closed Session meeting to receive information relative to a personal matter about an identifiable individual and employee negotiations.

CARRIED

At 2:18 p.m. the Board of Health moved into a closed session.

At 2:37 p.m. the Board of Health reverted back to open session.

9. OTHER BUSINESS

9.01 Issue Report – 2008 – 2009 Non-Union Salaries

Report No. 10-2008 relative to the above noted was presented at the Board of Health (Closed Session) meeting held earlier.

9. **OTHER BUSINESS** (Continued)

9.01 Issue Report – 2008 – 2009 Non-Union Salaries (Continued)

Resolution No. 09-2008

MOVED BY: Ms. L. Tolmomen
SECONDED BY: Ms. M. Harding

THAT with respect to Report No. 10 – 2008 the Board of Health approves, as presented by the Business Administrative Officer at the Board of Health (Closed Session) Meeting of January 15, 2008, the non-union financial compensation increase for the period of January 1, 2008 to December 31, 2009.

CARRIED

9.02 Issue Report – Proposed Amendments to Secondment

Report No. 09-2008 relative to the above noted was presented at the Board of Health (Closed Session) meeting held earlier.

Resolution No. 10-2008

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

THAT with respect to Report No. 09-2008 the Board of Health resolves to amend the secondment agreement between the Ministry of Health and Long Term Care and Dr. David Williams for the interim period in which Dr. David Williams assumes the role of Chief Medical Officer of Health, effective November 1, 2007 and to the earliest date of December 31, 2008 or until a permanent replacement is found for the position.

CARRIED

9.03 Issue Report – Medical Officer of Health Recruitment

Report No. 08-2008 relative to the above noted was presented at the Board of Health (Closed Session) meeting held earlier.

Resolution No.: 2008-11

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

THAT with respect to Report No. 08-2008 the Board of Health recommends that the Executive Committee act as the Ad-Hoc Recruitment and Hiring Committee;

9.03 OTHER BUSINESS (Continued)

9.03 Issue Report – Medical Officer of Health Recruitment

AND THAT the Committee proceed to recruit and hire a Medical Officer of Health, utilizing internal resources not exceeding a budget of \$ 60,000.00;

AND THAT the Board of Health request a one-time grant from the Ministry of Health and Long Term Care for the purposes of recruiting for the position of Medical Officer of Health.

CARRIED

9.04 aPHa Back to Basics Workshop Evaluation

A copy of the Evaluation Results for the aPHa Back to Basics Workshop held on December 6 and 7, 2007 in Toronto was provided by Ms. M. Harding and was placed on the desks, for the information of the Board.

10. NEXT MEETING

The next meeting will be held on Tuesday, February 19, 2008 in the Auditorium at 12:30 p.m.

11. ADJOURNMENT

The meeting adjourned at 2:57 p.m.

Chair, Board of Health

Medical Officer of Health/CEO

Recording Secretary