

## THUNDER BAY DISTRICT HEALTH UNIT

**MINUTES OF MEETING:**    **BOARD OF HEALTH**

**DATE:**                        NOVEMBER 15, 2011

**TIME:**                         1:00 P.M.

**PLACE:**                        BOARD ROOM

**CHAIR:**                        MS. MARIA HARDING

### **BOARD MEMBERS PRESENT:**

Ms. C. Bryson  
Mr. J. Daiter  
Mr. T. Fox  
Mr. N. Gale  
Ms. C. Gillies  
Ms. M. Harding  
Mr. J. Masters  
Ms. B. Metzler  
Ms. D. Robinson  
Mr. A. Ruberto  
Ms. L. Turk

### **ADMINISTRATION PRESENT:**

Mr. D. Heath, Chief Executive Officer  
Dr. D. Williams, Medical Officer of Health  
Mr. K. Allan, Director – Health Protection  
Mr. K. Ranta, Director – Health Promotion  
Ms. G. Daniels, Manger – Finance & Strategic  
Quality Initiatives  
Ms. B. Moro, Executive Assistant to the Medical  
Officer of Health and Chief Executive Officer  
and Secretary to the Board of Health

### **REGRETS:**

Ms. G. Garbutt  
Mr. B. Kamphof  
Mr. J. MacEachern  
Mr. J. Virdiramo

**The Chair called the meeting to order at 1:00 p.m.**

### **1. ATTENDANCE AND ANNOUNCEMENTS**

The following announcements were made at the meeting:

- Letter from the Honourable Deb Matthews, Minister of Health and Long-Term Care announcing the appointment of Dr. David Williams to the position of Medical Officer of Health at TBDHU

### **2. DECLARATIONS OF PECUNIARY INTEREST**

There were no declarations of pecuniary interest.

**3. AGENDA APPROVAL**

The following items were added to the agenda:

- In Camera meeting cancelled
- Memorandum from the Manager – Finance, dated November 14, 2011, relative to Report No. 94-2011 – 2012 Mandatory Core Budget
- Board of Health Retreat

Resolution No.: 154 – 2011

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

THAT the Agenda for the Regular Board of Health Meeting to be held on November 15, 2011, be approved, as amended.

CARRIED

**4. INFORMATION SESSION**

There was no information session scheduled for this meeting.

**5. MINUTES OF THE PREVIOUS MEETINGS**

5.1 Thunder Bay District Board of Health

The Minutes of the Thunder Bay District Board of Health Meeting held on October 18, 2011, to be approved.

Resolution No.: 155 – 2011

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

THAT the Minutes of the Thunder Bay District Board of Health Meeting held on October 18, 2011, be approved, as amended.

CARRIED

5.2 Executive Committee Meeting

The Minutes of the Executive Committee Meeting held on October 17, 2011, will be presented for approval at an Executive Committee meeting to be held on November 15, 2011, and was distributed at the meeting to the Board of Health for information.

**6. MATTERS ARISING FROM PREVIOUS MINUTES**

There were no matters arising from the previous minutes.

**7. DECISIONS OF THE BOARD**

7.1 Reserve & Reserve Fund Strategy - Update

Report No. 92-2011 relative to providing an update to the reserve fund strategies in accordance with the Reserve & Reserve Fund Policy.

Direction was provided to Administration to seek out opportunities to increase the amount of interest earned on investments.

Resolution No.: 156 – 2011

MOVED BY: Ms. B. Metzler  
SECONDED BY: Ms. D. Robinson

THAT with respect to Report No. 92 – 2011 (Finance), we recommend that the Reserve Fund strategies be approved as presented;

AND THAT the balance of the year end municipal surplus at December 31, 2011, if any after repayment of the outstanding 2011 municipal levy funding contribution of \$55,000, and the repayment of the local share of the One-Time grant for the Medical Officer of Health Recruitment to the Program Contingency Reserve Fund, be transferred into the Capital Expenditure Reserve Fund;

AND THAT the limit of the \$1 Million principal contribution to the Capital Expenditure Reserve Fund be temporarily suspended;

AND THAT any year end surplus or deficit from the Land Development Program be transferred into or withdrawn from the Land Development Reserve Fund, respectively;

AND THAT an update of the Reserve Fund strategies be presented annually to the Board of Health.

CARRIED

7.2 2012 Mandatory Core and Related Program Budgets

Report No. 94-2011 (Finance) relative to providing the Board of Health with the proposed 2012 Mandatory Core (MCP) and Related Program Budget.

**7. DECISIONS OF THE BOARD** (Continued)

7.2 2012 Mandatory Core and Related Program Budget (Continued)

Attachment 1	Consolidated 2012 Cost-Shared Budget Summary
Attachment 2	Municipal Levy Distribution
Attachment 3	Summary of Full Time Equivalent Changes (Cost-Shared Programs)
Attachment 4	2012 Mandatory Core (Cost-Shared) Divisional Summary was distributed at the meeting
Attachment 4B	Accountability Agreement Performance Indicators and Related Program
Attachment 5	Land Development Program Budget
Attachment 6	100% Infectious Disease Program Budget
Attachment 7	100% Infection Prevention and Control Program Staff Budget
Attachment 8	100% PHN Initiative Program Budget
Attachment 9	100% Needle Exchange Program Initiative
Attachment 10	100% Enhanced Food Safety – Haines Initiative
Attachment 11	100% Enhanced Safe Water Initiative
Attachment 12	Summary of Full Time Equivalents for 100% Program Budgets

Memorandum from Ms. G. Daniels, Manager – Finance & Strategic Quality Initiatives, dated November 14, 2011, providing additional information relative to the above noted was placed on the desks.

Resolution No.: 157 – 2011

MOVED BY: Mr. A. Ruberto  
SECONDED BY: Mr. T. Fox

THAT with respect to Report No. 94 – 2011 (Finance), we recommend that:

1. the 2012 Mandatory Core (Cost-Shared) budget be approved at \$12,753,418 including 123.43 net FTEs, for submission to the Ministry of Health and Long-Term Care;
2. the Municipal Levy be set at \$2,749,722;
3. an amount of \$12,395 be provided from the Program Contingency Reserve Fund, and replenished on a priority basis through Year End municipal surpluses;
4. the Health Promotion Division User Fee Schedule be revised to eliminate the Pre-Natal fee;
5. the Land Development Program budget be approved at \$172,000 Revenues and \$171,989 Expenditures, with 2.0 FTEs;
6. the 100% Infectious Disease budget be approved at \$555,582 Revenues and Expenditures, with 5.0 FTEs, and submitted to the Ministry of Health and Long Term Care;

**7. DECISIONS OF THE BOARD** (Continued)

7.2 2012 Mandatory Core and Related Program Budget (Continued)

7. the 100% Infection Prevention & Control budget be approved at \$86,624 Revenues and Expenditures, with 1.0 FTE, and submitted to the Ministry of Health and Long- Term Care;
8. the 100% PHN Initiative budget be approved at \$150,368 Revenues and Expenditures, with 2.0 FTE and submitted to the Ministry of Health and Long-Term Care;
9. the 100% Needle Exchange Program Initiative budget be approved at \$81,378 and submitted to the Ministry of Health and Long-Term Care;
10. the 100% Enhanced Food Safety (Haines Initiative) budget be approved at \$47,864 and submitted to the Ministry of Health and Long-Term Care;
11. the 100% Enhanced Safe Water Initiative budget be approved at \$15,500 and submitted to the Ministry of Health and Long Term-Care;
12. the Chief Executive Officer and Manager of Finance & Strategic Quality Initiatives be authorized to complete any administrative requirements of the respective budget submission processes, as required; and
13. the Chief Executive Officer and Manager of Finance & Strategic Quality Initiatives be authorized to arrange appropriate financing for the funding of the Health Unit operations if required.

CARRIED

7.3 2012 Annual Meeting Date

Report No. 100-2011 (Chief Executive Officer) relative to establishing the date of the 2012 Annual Meeting of the Thunder Bay District Board of Health.

Resolution No.: 158 – 2011

MOVED BY: Mr. A. Ruberto  
SECONDED BY: Mr. T. Fox

THAT with respect to Report No. 100-2011 (Chief Executive Officer) we recommend that the 2012 Annual Meeting of the Board of Health be held on Tuesday, January 17, 2012 at 1:00 p.m.

CARRIED

At this time, Ms. M. Harding, Chair of the Board announced that Ms. Catherine Gillies had resigned from the Board of Health due to personal reasons. A certificate and letter were presented to Ms. Gillies. It was the consensus of the Board to hold a short break to wish Ms. Gillies well.

## 8. STANDING REPORTS

### 8.1 Medical Officer of Health Report

Report No. 101-2011 (Medical Officer of Health) relative to providing an update to the Board from Dr. D. Williams, Medical Officer of Health, for information.

Dr. D. Williams, Medical Officer of Health (A) appeared before the Board, provided an overview of his report and responded to questions.

Resolution No.: 159 – 2011

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

WHEREAS prior to 2005 all the programs and services denoted in the Mandatory Programs and Services Guidelines were under one branch/division of the Ministry of Health and Long Term Care;

AND WHEREAS since the revision of the standard programs and services delivered by local Health Units in Ontario as the Ontario Public Health Standards includes a number of components under the previous Ministry of Health Promotion and Sport (MHPS), the Ministry of Child and Youth Services (MCYS) and the Ministry of Health and Long Term Care(MOHLTC) there have been challenges in the coordination of all the programs at the local level so as to meet the funding, service delivery targets and evaluation of three different Ministries;

AND WHEREAS the newly elected Liberal government has chosen to not appoint a cabinet position for a Ministry of Health Promotion and Sport or announced any revisions accordingly;

THEREFORE BE IT RESOLVED THAT with respect to Report No. 101-2011 (Medical Officer of Health) we request that the Minister of Health and Long Term Care realign the various Ministries' staff and budgets for all the programs and services denoted in the Ontario Public Health Standards under the Public Health Division, within the Ministry of Health and Long Term Care;

AND THAT copies of this resolution be forwarded to the Minister of Health and Long Term Care, local MPP's, the Chief Medical Officer of Health and to all Local Public Health units in Ontario.

CARRIED

**8. STANDING REPORTS (Continued)**

8.2 Health Promotion

Report No. 97-2011 (Health Promotion) relative to providing an update to the Board on the Health Promotion Department, for information.

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

It was requested that a card of recognition be sent to Ms. Hansen from the Board of Health relative to Attachment 1 in the above noted report.

8.3 Health Protection

Report No. 98-2011 (Health Protection) relative to providing an overview to the Board of Health, relative to the above noted, for information.

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

8.4 Chief Executive Officer and Administrative Services

Report No. 99-2011 (Chief Executive Officer) relative to providing an update to the Board on the Business Administrative Services Department and CEO's Office, for information.

Mr. D. Heath, Chief Executive Officer appeared before the Board and provided an overview of his report.

**9. NEW BUSINESS**

9.1 Interim Financial Reports as at September 30, 2011

Report No. 93-2011 (Finance) relative to providing Interim Financial Reports for the Quarter Ended September 30, 2011, for information.

Attachment 1 - Financial Position – Cost-Shared Programs was printed in the agenda.  
Attachment 2 - Financial Position – 100% Funding Initiatives was printed in the agenda.  
Attachment 3 - Financial Position – 100% Funded Programs was printed in the agenda.  
Attachment 4 - Financial Position – Land Development Program was printed in the agenda

9.2 In Camera Meeting

The In Camera Meeting was cancelled by Administration.

**10. OTHER BUSINESS**

10.1 Board of Health Retreat

A discussion was held relative to the time of the Board of Health Retreat. The Board Retreat will be held prior to the meeting in February.

**11. NEXT MEETING**

The next regularly scheduled Board of Health meeting has been scheduled for Tuesday, December 13, 2011.

**12. ADJOURNMENT**

Resolution No.: 160 – 2011

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

THAT the Board of Health meeting held on November 15, 2011 be adjourned at 3:02 p.m.

CARRIED

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Chair, Board of Health

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Chief Executive Officer

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Recording Secretary