

## THUNDER BAY DISTRICT HEALTH UNIT

**MINUTES OF MEETING:** BOARD OF HEALTH  
**DATE:** DECEMBER 8, 2009  
**TIME:** 11:30 P.M.  
**PLACE:** MCNAUGHTON ROOM – CITY HALL  
**CHAIR:** MR. J. VIRDIRAMO

### BOARD MEMBERS PRESENT:

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

### ADMINISTRATION PRESENT:

Mr. D. Heath, Chief Executive Officer (A),  
Director – Business Administrative Services  
and Business Administrative Officer  
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 11:30 p.m.**

### 1. ATTENDANCE AND ANNOUNCEMENTS

The Chair made the following announcements:

- Board's Christmas Dinner at 5:00 p.m. at the DaVinci Centre
- TBDHU Staff Association Party at 3:00 p.m. at TBDHU Atrium

### 2. DECLARATIONS OF INTEREST

There were no declarations of interest.

**3. AGENDA APPROVAL**

Resolution No.: 2009 – 150

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

THAT the Agenda for the Regular Board of Health Meeting to be held on December 8, 2009, be approved.

CARRIED

**4. INFORMATION SESSIONS**

There was no information session this month.

**5. MINUTES OF THE PREVIOUS MEETINGS**

5.1 Thunder Bay District Board of Health

The Minutes of the Thunder Bay District Board of Health Meetings held on November 17, 2009 to be approved.

Resolution No.: 2009 – 151

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

THAT the Minutes of the Thunder Bay District Board of Health Meetings held on November 17, 2009, be approved.

CARRIED

**6. MATTERS ARISING FROM PREVIOUS MINUTES**

6.1 Community Water Fluoridation

At the October 20, 2009 Board of Health Meeting a resolution was passed deferring the resolution relative to Report No. 70-2009 relative to providing the Thunder Bay District Board of Health with strategies and activities for promoting community water fluoridation in 2010 to the budget process.

A copy of Report No. 70-2009 without attachments was re-distributed with the agenda package.

A proposed draft resolution relative to Report No. 70-2009 – Community Water Fluoridation was placed on the desks.

**6. MATTERS ARISING FROM PREVIOUS MINUTES** (Continued)

6.0 Community Water Fluoridation (Continued)

Resolution No.: 2009 – 129

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

THAT with respect to Report No. 70-2009, it is recommended that the Thunder Bay District Health Unit continue health promotion efforts relative to community water fluoridation over a year to year time frame;

AND THAT a one-time grant request for funding be considered in the 2010 Budget recommendations.

LOST

Resolution No.: 2009 – 152

MOVED BY: Ms. M. Harding  
SECONDED BY: Mr. J. MacEachern

THAT with respect to Report No. 70-2009 we recommend that the Thunder Bay District Health Unit discontinue its efforts relative to Community Water Fluoridation;

AND THAT once the province of Ontario reports on Community Water Fluoridation and sets a policy for the province, providing adequate funding to promote, study and implement that policy, we will address this issue.

CARRIED

**7. STANDING REPORTS**

There were no Standing Reports being presented at this meeting.

**8. NEW BUSINESS**

8.1 2010 Mandatory Core Program Budgets

Report No. 77-2009 relative to providing the Board of Health with the proposed 2010 Mandatory Core Program (MCP) Budget.

Attachment 1 to Report No. 77-2009 - Consolidated 2010 Cost Shared Budget

Attachment 2 to Report No. 77-2009 - Summary of Full Time Equivalent Changes

**8. NEW BUSINESS** (Continued)

8.1 2010 Mandatory Core Program Budgets (Continued)

Attachment 3 to Report No. 77-2009 - Municipal Levy Distribution

Attachment 4 to Report No. 77-2009 - User Fee Schedule C – Administrative Services Division

Attachment 5 to Report No. 77-2009 - Summary of Recommended Enhancements

Attachment 6 to Report No. 77-2009 - Land Development Program Budget

Attachment 7 to Report No. 77-2009 - 100% Infectious Disease Program Budget

Attachment 8 to Report No. 77-2009 - Small Drinking Water Systems Program Budget

Attachment 9 to Report No. 77-2009 - Infection Prevention and Control Staff Program Budget

Attachment 10 to Report No. 77-2009 - Summary of Full Time Equivalents for 100% Program Budgets

Attachment 11 to Report No. 77-2009 - Ontario Public Health Standards 2008 – Components of Standards

Memorandum from Mr. D. Heath, CEO(A), dated December 1, 2009 providing additional information relative to Supplemental Oral Health Expansion Request - Addressing Local Need and an alternative resolution.

Attachment 1 to the Memorandum – Oral Health Plan Financial Summary

Attachment 2 to the Memorandum - Oral Health Plan Summary of Full Time Equivalents

Attachment 3 to the Memorandum - Consolidated 2010 Cost Shared Budget Revised for Oral Health Plan

Attachment 4 to the Memorandum - Consolidated 2010 Cost Shared Budget Summary of Full-time Equivalents Revised for Oral Health Plan

Attachment 5 to the Memorandum - Consolidated 2010 Cost Shared Budget Municipal Levy Distribution Revised for Oral Health Plan

A copy of the revised memorandum relative to Supplemental Oral Health Expansion Request was distributed to the Board on December 7, 2009 and at the meeting.

Mr. D. Heath, CEO(A) provided an introduction to the 2010 Mandatory Core Program Budgets.

Mr. D. Heath, CEO(A) gave a PowerPoint presentation relative to the 2010 Mandatory Core Program Budgets and responded to questions.

**8. NEW BUSINESS** (Continued)

8.1 2010 Mandatory Core Program Budgets (Continued)

Mr. K. Allan, Director – Health Protection appeared before the Board, provided an overview of his department's budget enhancement requests and responded to questions.

Additional information relative to Vaccine Preventable Diseases was distributed at the meeting.

Ms. J. Black, Director – Health Promotion appeared before the Board, provided an overview and gave a PowerPoint presentation relative to her department's program budget and enhancement requests.

A copy of the slide presentation, preventive dentistry timeline and corresponding dialogue were distributed at the meeting.

Resolution No.: 2009 – 153(A)

MOVED BY: Mr. J. MacEachern  
SECONDED BY: Ms. M. Harding

THAT with respect to Report No. 77 – 2009, we recommend that:

1. the 2010 Mandatory Core Program (cost-shared) budget be approved at \$12,420,510, including 125.07 net FTEs, for submission to the Ministry of Health and Long-Term Care;
2. the Municipal Levy be set at \$2,730,829;
3. the Administrative Services Division User Fee Schedule be revised to include a Recovery Cost fee for miscellaneous items;
4. the Land Development Program budget be approved at \$153,250 Revenues and Expenditures, with 2.0 FTEs;
5. the 100% Infectious Disease budget be approved at \$539,400 Revenues and Expenditures, with 5.0 FTEs, and submitted to the Ministry of Health and Long Term Care;
6. the Small Drinking Water System budget be approved at \$210,875 Revenues and Expenditures, with 2.0 FTEs, and submitted to the Ministry of Health and Long Term Care;
7. the 100% Infection Prevention & Control budget be approved at \$85,200 Revenues and Expenditures, with 1.0 FTE, and submitted to the Ministry of Health and Long Term Care;

**8. NEW BUSINESS** (Continued)

8.1 2010 Mandatory Core Program Budgets (Continued)

8. the Business Administrative Officer and Manager of Finance be authorized to arrange appropriate financing for the funding of the Health Unit operations if required.

LOST

Resolution No.: 2009 – 153

MOVED BY: Ms. S. Pinner  
SECONDED BY: Ms. M. Harding

THAT with respect to Report No. 77 – 2009, we recommend that:

1. the 2010 Mandatory Core Program (cost-shared) budget be approved at \$12,209,995, including 121.97 net FTEs, for submission to the Ministry of Health and Long-Term Care;
2. the Municipal Levy be set at \$2,678,199;
3. the Administrative Services Division User Fee Schedule be revised to include a Recovery Cost fee for miscellaneous items;
4. the Land Development Program budget be approved at \$153,250 Revenues and Expenditures, with 2.0 FTEs;
5. the 100% Infectious Disease budget be approved at \$539,400 Revenues and Expenditures, with 5.0 FTEs, and submitted to the Ministry of Health and Long Term Care;
6. the Small Drinking Water System budget be approved at \$210,875 Revenues and Expenditures, with 2.0 FTEs, and submitted to the Ministry of Health and Long Term Care;
7. the 100% Infection Prevention & Control budget be approved at \$85,200 Revenues and Expenditures, with 1.0 FTE, and submitted to the Ministry of Health and Long Term Care;
8. the Business Administrative Officer and Manager of Finance be authorized to arrange appropriate financing for the funding of the Health Unit operations if required.

CARRIED

**8. NEW BUSINESS** (Continued)

8.2 Reserve and Reserve Fund Strategy Update

Report No. 76-2009 relative to providing an update to the reserve fund strategies in accordance with the Reserve and Reserve Fund Policy.

Attachment 1 - Historical Balances of Reserve and Reserve Funds

Attachment 2 – Program Contingency Reserve Fund

Resolution No.: 2009 – 154

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

THAT with respect to Report No. 76 – 2009 we recommend that the Reserve Fund strategies be approved as presented;

AND THAT the Program Contingency Reserve Fund be approved as amended;

AND THAT the balance of the year end municipal surplus at December 31, 2009 be transferred to the Program Contingency Reserve Fund to replenish the fund to its approved balance of \$50,000;

AND THAT the remaining year end cost-shared surplus be transferred into the Capital Expenditure Reserve Fund;

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;

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

CARRIED

8.3 Low-Income Dental Program

Report No. 86-2009 relative to providing the Board of Health with a summary of startup and implementation planning for a Low-Income Dental Program in the District of Thunder Bay.

Attachment 1 - 2010 Low Income Dental Program Start Up Budget Summary

Attachment 2 – 2010 Mobile Dental Unit Start Up Budget Summary

Attachment 3 – Summary of Full Time Equivalents

**8. NEW BUSINESS** (Continued)

8.3 Low-Income Dental Program (Continued)

Resolution No.: 2009 – 155

MOVED BY: Mr. S. Harasen  
SECONDED BY: Ms. M. Harding

THAT with respect to Report No. 86 – 2009, we recommend that:

1. the application of one-time funding in the amount of \$500,000 to fund the startup of a Low Income Dental Program be approved for submission to the Ministry of Health and Long-Term Care; and
2. the application of one-time funding in the amount of up to \$450,000 to purchase and equip a mobile dental unit be approved for submission to the Ministry of Health and Long-Term Care; and
3. the staffing be set at 1.5 FTE implementation of the startup phase of the program.

AND THAT upon receiving approval of the funding application, full details of the capital and operating plans will be provided to the Board for approval.

CARRIED

**9. OTHER BUSINESS**

**10. NEXT MEETING**

The Annual Meeting will be held on Tuesday, January 19, 2010 at 12:30 p.m. in the Board Room, followed by the regular meeting of the Board.

**11. ADJOURNMENT**

Resolution No.: 2009 – 156

MOVED BY: Ms. S. Pinner  
SECONDED BY: Ms. M. Harding

THAT the Board of Health meeting held on December 8, 2009, be adjourned at 2:54 p.m.

CARRIED

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Chair, Board of Health

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CEO (A)

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Recording Secretary