

THUNDER BAY DISTRICT HEALTH UNIT

MINUTES OF MEETING: BOARD OF HEALTH

DATE: JANUARY 18, 2011

TIME: 1:10 P.M.

PLACE: BOARD ROOM

CHAIR: MS. MARIA HARDING

BOARD MEMBERS PRESENT:

Mr. R. Buitenhuis
Mr. J. Daiter
Mr. T. Fox
Mr. N. Gale
Ms. G. Garbutt
Ms. C. Gillies
Ms. M. Harding
Mr. B. Kamphof
Mr. J. MacEachern
Mr. J. Masters
Ms. B. Metzler
Ms. D. Robinson
Mr. J. Virdiramo

ADMINISTRATION PRESENT:

Mr. D. Heath, Chief Executive Officer
Dr. H. Kurban, Medical Officer of Health (A)
Mr. K. Allan, Director – Health Protection
Mr. K. Ranta, Director – Health Promotion
Ms. T. Tucnik, Administrative Assistant – Health Protection

REGRETS:

Mr. A. Ruberto
Ms. C. Bryson

The Chair called the meeting to order at 1:10 p.m.

1. ATTENDANCE AND ANNOUNCEMENTS

The following announcements were made at the meeting:

- Board Members were reminded to sign and submit their Confidentiality Agreements to the Administrative Assistant.
- Board Members were reminded to fill in and submit to the Administrative Assistant the Personal Information Sheets, SIN Memorandum and Statement of Remuneration and Expenses.
- Board Members were informed that binders are available on the side counter for their board materials if they wish.
- Board Members were advised that an e-mail was received by aIPHa advising that a Board of Health Member is no longer required by aIPHa to sit on the Joint/Ministries/ Board of Health Committee for Accountability Agreements.

2. DECLARATIONS OF PECUNIARY INTEREST

There were no declarations of pecuniary interest.

3. AGENDA APPROVAL

Resolution No.: 5 - 2011

MOVED BY: Mr. T. Fox
SECONDED BY: Mr. B. Kamphof

THAT the Agenda for the Regular Board of Health Meeting to be held on January 18, 2011, be approved.

CARRIED

4. INFORMATION SESSION

4.1 Ontario Public Health Standards

Dr. H. Kurban, Medical Officer of Health (A) gave a presentation on the Ontario Public Health Standards.

A copy of Dr. Kurban's presentation was provided for the Board's information.

The following is a list of attachments provided to the members of the Board as additional information relative to the above noted presentation:

- Appendix A – List of Protocols and Programs
- Appendix B – A Crosswalk between the TBDHU's Strategic Plan and the Ontario Public Health Standards
- Appendix C – Details on the Ontario Public Health Standards
- References

Dr. Kurban appeared before the Board gave a PowerPoint presentation relative to the above noted and responded to questions.

4. INFORMATION SESSION (Continued)

4.2 Governance Overview

A Thunder Bay District Health Unit Board of Health Orientation Binder, dated January 2011 will be distributed to the members at the meeting was distributed separately at the meeting.

A report providing an overview of the Orientation Binder, for information.

Mr. D. Heath, Chief Executive Officer will give a PowerPoint presentation relative to the above noted.

Mr. D. Heath appeared before the Board, gave a PowerPoint presentation and responded to questions.

A copy of Mr. Heath's presentation was provided for the Board's information.

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 16, 2010, to be approved.

Resolution No.: 6 - 2011

MOVED BY: Mr. B. Kamphof
SECONDED BY: Ms. B. Metzler

THAT the Minutes of the Thunder Bay District Board of Health Meetings held on November 16, 2010, be approved.

CARRIED

5.2 Executive Committee

The Minutes of the Executive Committee Meetings (Regular and Closed Sessions) held on November 12, 2010, were presented for approval at an Executive Committee meeting held on November 26, 2010 and are being presented to the Board for information.

The Minutes of the Executive Committee Meeting (Regular and Closed Sessions) held on November 26, 2010 will be approved at the next Executive Committee meeting and then presented for information to the Board of Health..

6. MATTERS ARISING FROM PREVIOUS MINUTES

There are no matters arising from the previous minutes.

7. DECISIONS OF THE BOARD

7.1 Tobacco Strategy Advisory Group

Report No. 4-2011 (Tobacco Programs) relative to supporting the Tobacco Strategy Advisory Group's (TSAG) report *Building on our Gains, Taking Action Now: Ontario's Tobacco Control Strategy for 2011 – 2016* and recommending that a letter be sent to the Ministry of Health Promotion and Sport requesting that the report be utilized in the development of a new five-year tobacco strategy.

Attachment A: Building On Our Gains, Taking Action Now: Ontario's Tobacco Control Strategy for 2011 – 2016 Report was distributed separately with the agenda.

Mr. K. Ranta provided an overview of the report and responded to questions.

Resolution No.: 7 - 2011

MOVED BY: Ms. C. Gillies
SECONDED BY: Mr. R. Buitenhuis

THAT with respect to Report No. 4-2011 (Health Promotion), we recommend that a letter of support be sent to the Ministry of Health Promotion and Sport and the Honourable Margaret Best encouraging the Ministry to adopt the recommendations put forward in the report *Building on our Gains, Taking Action Now: Ontario's Tobacco Control Strategy for 2011 – 2016*, as the basis for the creation of a new five-year strategy for tobacco control in Ontario;

AND THAT a copy of this letter be sent to all health units in Ontario.

CARRIED

7.2 Food Safety Program Funding Announcement

Report No. 8-2011 (Environmental Health) relative to providing the Board of Health with the proposed one-time funding opportunity from the Ministry of Health and Long Term Care (MOHLTC) for the Food Safety Program Budget.

Mr. K. Allan and Mr. D. Heath provided an overview and responded to questions relative to the above noted.

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

7.2 Food Safety Program Funding Announcement (Continued)

Resolution No.: 8 - 2011

MOVED BY: Mr. N. Gale
SECONDED BY: Ms. G. Garbutt

THAT with respect to Report No. 8–2011, we recommend that the Food Safety One-Time 100% Funding proposal be approved at \$47,864.00, for submission to the Ministry of Health and Long-Term Care;

AND THAT the Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the respective budget submission processes, as required.

CARRIED

7.3 Contract Award for Print Imaging Technologies and Services

Report No. 9-2011 (Finance) relative to awarding the contract for Print Imaging Technologies and Services for the Thunder Bay District Health Unit.

Mr. D. Heath provided an overview and responded to questions relative to the above noted.

Resolution No.: 9 - 2011

MOVED BY: Mr. T. Fox
SECONDED BY: Ms. G. Garbutt

THAT with respect to Report No. 09-2011(Finance), we recommend that the contract for Print Imaging Technologies and Services be extended with Xerox Canada Ltd., effective May 1, 2011, to April 30, 2016, for \$25,255.00 quarterly, or \$101,020.00 annually (taxes extra);

AND THAT the Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the Print Imaging Technologies and Services contract award as required.

CARRIED

8. STANDING REPORTS

8.1 Medical Officer of Health (A) Report

Report No. 7-2011 relative to providing an overview to the Board from Dr. H. Kurban, Acting Medical Officer of Health.

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

A discussion took place relative to why the Thunder Bay District Health Unit does not post notices on the front of food establishments when they have been inspected to advise the public of the food establishment's rating.

It was requested that Report No. 05-2010, presented at the January 19, 2010 Board of Health meeting which provides information on Food Safety Inspection Disclosure be provided to the new BOH members for information.

8.2 Divisional Reports

8.2.1 Summary of Health Protection Programs

Report No. 8-2011 relative to providing a summary of health protection programs to the Board, for information.

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

8.2.2 Health Promotion

Report No. 3-2011 relative to providing an overview 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.

An information report on the Drug Strategy will be presented at the February 15, 2011 Board of Health meeting. It was requested that the Chair of the Drug Strategy Committee be invited to the meeting.

8.2.3 Chief Executive Officer Report

Report No. 5-2011 relative to providing an overview 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, provided an overview of his report and responded to questions.

9. NEW BUSINESS

There was no new business.

10. OTHER BUSINESS

10.1 alPHa Conference – February 9 and 10, 2011

The alPHa Winter Symposium is scheduled for February 9 and 10, 2011. Day one will focus on Fluoride: a working plenary session with Government and Agency Partners to hear about the latest evidence and develop recommendations for the way forward; day two will focus on Best Start Child and Family Centres: a working plenary session to understand the issues for public health and to develop policy recommendations for next steps .

The budget supports four Board of Health Members to attend the conference. Currently, two members are confirmed. Board Members were asked to speak with Ms. B. Moro or Mr. D. Heath if interested in attending.

10.2 Expense Reimbursement Form Overview

New Board of Health Members were asked to stay after the meeting to review the process for completing Expense Reimbursements.

11. NEXT MEETING

The next scheduled Board of Health meeting will be held on February 15, 2011.

12. ADJOURNMENT

Resolution No.: 10 - 2011

MOVED BY: Ms. C. Gillies
SECONDED BY: Ms. D. Robinson

THAT the Board of Health meeting held on January 18, 2011 be adjourned at 3.25 p.m.

CARRIED

Chair, Board of Health

Chief Executive Officer

Recording Secretary