



BOARD OF HEALTH MEETING

MINUTES OF THE MEETING: December 21, 2016

TIME OF MEETING: 1:00 PM

PLACE OF MEETING: BOARDROOM - DOWNSTAIRS

CHAIR: MR. JOE VIRDIRAMO

BOARD MEMBERS PRESENT:

Mr. Andrew Brigham
Mr. Jay Daiter
Mr. Norm Gale
Mr. Richard Harvey
Ms. Maria Harding
Mr. Bob MacMaster
Mr. Andy Major
Mr. Jack Masters
Mr. James McPherson
Mr. Don Smith
Mr. Joe Virdiramo

ADMINISTRATION PRESENT:

Dr. Janet DeMille, Medical Officer of Health
Mr. Doug Health, Chief Executive Officer
Ms. Linda Roberts, Director – Health Promotion
Ms. Sarah Stevens, Executive Assistant and Secretary to the Board of Health

REGRETS:

Mr. Terry Fox
Mr. Bernie Kamphof
Mr. Bob MacMaster
Ms. Karen Morley
Mr. Aldo Ruberto

CALL TO ORDER

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

1. ATTENDANCE AND ANNOUNCEMENTS

The Chair presented regrets from Mr. Fox, Mr. Kamphof, Mr. MacMaster, Ms. Morley and Mr. Ruberto.

2. DECLARATIONS OF PECUNIARY INTEREST

There were no declarations of pecuniary interest.

3. AGENDA APPROVAL

Resolution No. 94-2016

MOVED BY: M. Harding
SECONDED BY: A. Brigham

THAT the Agenda for the Regular Board of Health Meeting to be held on December 21, 2016, be approved in the order as amended, and with the addition of:

8.4 Tobacco Media Funding Project

CARRIED

4. INFORMATION SESSION

There was no information session provided.

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 November 16, 2016, to be approved.

Resolution No.: 95-2016

MOVED BY: M. Harding
SECONDED BY: J. Daiter

THAT the Minutes of the Thunder Bay District Board of Health (Regular and Closed Session) Meeting held on November 16, 2016, be approved.

CARRIED

6. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the previous minutes.

7. BOARD OF HEALTH (CLOSED SESSION) MEETING

There is no closed session meeting.

8. DECISIONS OF THE BOARD

8.1 Strategic Plan 2017-2020

Report No. 54-2016 (MOH & CEO) relative to recommendations for approval of the TBDHU Strategic Plan 2017-2020 was presented. In addition, Dr. DeMille presented an overview of the process, and highlighted the objectives of the Strategic Plan.

Resolution No.: 97-2016

MOVED BY: M. Harding
SECONDED BY: A. Brigham

That with respect to Report No. 54-2016 (Chief Executive Officer and Medical Officer of Health) we recommend that the Thunder Bay District Health Unit Strategic Plan for 2017-2020 be approved as presented.

CARRIED

8.2 Reserve and Reserve Fund Strategy

Report No. 53-2016 (Finance) relative to recommendations for the maintenance of the reserve funds was presented. Mr. D. Heath, Chief Executive Officer, provided additional details in a power point presentation.

Resolution No.: 96-2016

MOVED BY: N. Gale
SECONDED BY: M. Harding

THAT with respect to Report No. 53 – 2016 (Finance), we recommend that the Reserve Fund strategies and transfers be approved as presented;

AND THAT the Program Contingency Reserve Fund limit be increased to \$100,000;

AND THAT the Project Reserve Fund be renamed to the Safe Food Handler Training Reserve Fund and the Statement of Purpose for this Fund be approved.

AND THAT any year end municipal surplus at December 31, 2016 be applied to replenish the \$10,000 withdrawal from the Program Contingency Reserve Fund for the contribution to the Thunder Bay Drug Strategy Community Partnership;

8. DECISIONS OF THE BOARD (Continued)

8.2 Reserve and Reserve Fund Strategy (Continued)

AND THAT any remaining municipal surplus to a maximum of \$50,000 be transferred to increase the Program Contingency Reserve Fund;

AND THAT any further remaining municipal surplus be transferred into the Capital Expenditure Reserve Fund;

AND THAT \$16,000 from the Sick Pay Plan Allowance Reserve Fund be transferred to the Benefit Stabilization 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;

AND THAT the Chief Executive Officer and Manager of Finance be authorized to complete any related administrative requirements for the Reserve & Reserve Fund Strategy.

CARRIED

8.3 Shared Library Services Partnership One-time Funding

Report No. 55-2016 (Foundational Standard) relative to approval of one time funding for expanded Hub Library services was presented.

Resolution No.: 98-2016

MOVED BY: J. Daiter

SECONDED BY: N. Gale

THAT with respect to Report No. 55 – 2016 (Foundational Standard), we recommend that the one-time funding in the amount of \$10,000.00 from the Ontario Agency for Health Protection and Promotion for the term ending March 31, 2018 be approved for the purposes of expanding the role of the Thunder Bay District Health Unit (TBDHU) Hub Library in delivery of services.

CARRIED

8. DECISIONS OF THE BOARD (Continued)

8.4 Tobacco Media Project Funding

Report Number 56-2016 (Tobacco Control Area Network) relative to approval of one-time funding for a media capacity building project.

Resolution No.: 99-2016

MOVED BY: N. Gale
SECONDED BY: J. Daiter

THAT with respect to Report No. 56 – 2016 (Tobacco Control Area Network), we recommend:

- The approval of one-time funding from the Program Training and Consultation Centre totaling \$10,000 for the Media Capacity Building Project and regional media campaign, *NWQuit.com*; and that
- The Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements related to the funding.

9. COMMUNICATIONS FOR INFORMATION

9.1 Municipal Alcohol Policy

Mr. J. McPherson commended the TBDHU staff that provided a presentation in Greenstone with a staff member of the Grey Bruce Health Unit and representatives from the Alcohol and Gaming Commission, relative to the above noted.

9.2 alPHa Report

Mr. R. Shott provided a report to the Board of Health on the alPHa 2016 Fall Symposium and Board of Health section meeting.

9.3 Local Health Integration Network (LHIN) Meeting

Mr. J. Virdiramo, Board Chair, reported on a meeting between the North West LHIN Director and Board Chair, and the TBDHU. The meeting was also attended by Dr. J. DeMille, Medical Officer of Health, and Mr. D. Heath, Chief Executive Officer. An invitation has been extended to the LHIN Director and Board Chair to attend the February Board of Health meeting.

10. NEXT MEETING

The next regularly scheduled Board of Health meeting will be held on Wednesday, January 18, 2017, at 1:00 p.m.

11. ADJOURNMENT

Resolution No. 100-2016

MOVED BY: M. Harding
SECONDED BY: A. Brigham

THAT the Regular Board of Health meeting held on December 21, 2016, be adjourned at 2:50 p.m.

CARRIED

Chair, Board of Health

Chief Executive Officer

Recording Secretary