



# BOARD OF HEALTH MEETING

**MINUTES OF THE MEETING:** February 21, 2018

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

**PLACE OF MEETING:** BOARDROOM - DOWNSTAIRS

**CHAIR:** MR. JOE VIRDIRAMO

**BOARD MEMBERS PRESENT:**

Ms. Alana Bishop  
Mr. Andrew Brigham  
Ms. Connie Bryson  
Mr. Norm Gale  
Ms. Maria Harding  
Mr. Richard Harvey  
Mr. Andy Major  
Mr. Jack Masters  
Mr. James McPherson  
Ms. Karen Morley  
Mr. Roger Shott  
Mr. Don Smith  
Mr. Joe Virdiramo

**ADMINISTRATION PRESENT:**

Dr. J. DeMille, Medical Officer of Health and Chief Executive Officer  
Dr. E. Groot, Associate Medical Officer of Health  
Ms. L. Roberts, Director – Health Promotion  
Ms. C. D’Angelo, Director – Health Protection  
Ms. C. Boraski, Manager of Finance  
Mr. W. Maute, Senior Finance Officer  
Ms. E. Sawula, Public Health Epidemiologist  
Ms. S. Oleksuk, Administrative Assistant – Health Promotion  
Ms. Sarah Stevens, Executive Assistant and Secretary to the Board of Health

**REGRETS:**

Mr. Jay Daiter  
Mr. Terry Fox  
Mr. Bob MacMaster  
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. MacMaster, Mr. Daiter and Mr. Fox.

**2. DECLARATIONS OF PECUNIARY INTEREST**

There were no declarations of pecuniary interest.

### 3. AGENDA APPROVAL

Resolution No. 13-2018

MOVED BY: C. Bryson  
SECONDED BY: J. Masters

THAT the Agenda for the Regular Board of Health Meeting to be held on February 21, 2018, be approved.

CARRIED

### 4. INFORMATION SESSION

#### 4.1 Opioid Surveillance and Response

Dr. E. Groot, Associate Medical Officer of Health and Ms. E. Sawula, Public Health Epidemiologist, presented information on the work of the Opioid Surveillance and Response Task Force and responded to questions.

### 5. MINUTES OF THE PREVIOUS MEETINGS

#### 5.1 Thunder Bay District Board of Health

The Minutes of the Thunder Bay District Board of Health (Annual, Regular and Closed Session) Meeting held on January 17, 2018, to be approved.

Resolution No.: 14-2018

MOVED BY: J. Masters  
SECONDED BY: C. Bryson

THAT the Minutes of the Thunder Bay District Board of Health (Annual, Regular and Closed Session) Meeting held on January 17, 2018, be approved as presented.

CARRIED

### 6. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the previous minutes.

## 7. BOARD OF HEALTH (CLOSED SESSION) MEETING

Resolution No.: 15a-2018

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

THAT the Board of Health move in to a Closed Session to receive information relative to labour relations or employee negotiations and matters pertaining to identifiable individuals.

CARRIED

At 1:36 p.m., the Board of Health moved in to closed session.

The following Individuals left the meeting room:

Dr. E. Groot, Associate Medical Officer of Health  
Ms. L. Roberts, Director of Health Promotion  
Ms. C. D'Angelo, Director of Health Protection  
Ms. E. Sawula, Public Health Epidemiologist  
Ms. S. Oleksuk, Administrative Assistant – Health Promotion Division  
Ms. S. Stevens, Executive Assistant and Secretary to the Board of Health

At 1:44 p.m., the Board of Health moved out of closed session to resume regular business. The following individuals returned to the meeting room:

Dr. E. Groot, Associate Medical Officer of Health  
Ms. L. Roberts, Director of Health Promotion  
Ms. C. D'Angelo, Director of Health Protection  
Ms. S. Oleksuk, Administrative Assistant – Health Promotion Division  
Ms. S. Stevens, Executive Assistant and Secretary to the Board of Health

The following individuals also joined the meeting:

Ms. C. Boraski, Manager of Finance  
Mr. W. Maute, Senior Finance Officer

## 8. DECISIONS OF THE BOARD

### 8.1 Public Health Funding and Accountability Agreement - Amending Agreement # 7

Report No. 10-2018 (Medical Officer of Health and Chief Executive Officer) relative to recommendations for approval of additional funding allocations for the 2017-2018 funding years was presented.

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

**8.1 Public Health Funding and Accountability Agreement - Amending Agreement # 7 (Continued)**

Resolution No.: 16-2018

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

THAT with respect to Report No. 1-2018, we recommend that the Amending Agreement #7 to the Public Health Funding and Accountability Agreement with the Ministry of Health and Long-Term Care (MOHLTC) dated January 1, 2017 be approved accepting up to \$16,000 in additional base funding for the 2017- 2018 funding years (pro-rated for the period of April 1, 2017 to December 31, 2017), and up to \$58,014 in additional one-time 100% funding for the 2017-2018 funding year.

CARRIED

**8.2 One-Time Funding Request – Immunization of School**

Report No. 08-2018 (Vaccine Preventable Disease) relative to a proposal for one-time funding to assist with meeting the requirements of the Immunization of School Pupils Act was presented.

Resolution No.: 17-2018

MOVED BY: K. Morley  
SECONDED BY: R. Shott

THAT with respect to Report No. 08 - 2018 (Vaccine Preventable Disease), we recommend that:

- The application of a one-time request of \$61,500 for Immunization of School Pupils Act (ISPA) support be approved for submission to the Ministry of Health and Long-Term Care (MOHLTC); and
- The Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the budget submission process as required.

CARRIED

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

**8.3 One-time Funding Request – Public Health Inspector Student Practicum**

Report No. 09-2018 (Environmental Health) relative to a proposal for funding to provide an opportunity for a student public health inspector to complete their mandatory practicum was presented.

Resolution No.: 18-2018

MOVED BY: R. Shott  
SECONDED BY: K. Morley

THAT with respect to Report No. 09 – 2018 (Environmental Health), we recommend that:

- The application of a one-time request of \$10,000 for Public Health Inspector Student funding be approved for submission to the Ministry of Health and Long-Term Care (MOHLTC); and
- The Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the budget submission process as required.

CARRIED

**8.4 One-Time Funding Request – Smoke-Free Ontario Expanded Cessation Program for Priority Populations**

Report No. 11-2018 (Tobacco Program) relative to a proposal for funding to purchase and provide Nicotine Replacement Therapy for priority populations was presented.

Resolution No.: 19-2018

MOVED BY: K. Morley  
SECONDED BY: A. Bishop

THAT with respect to Report No.11– 2018 (Tobacco Program), we recommend that:

- The application of one-time funding totaling \$30,000 for the purchase and provision of Nicotine Replacement Therapy (NRT) for priority populations be approved for submission to the Ministry of Health and Long-Term Care; and

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

8.4 One-Time Funding Request – Smoke-Free Ontario Expanded Cessation Program for Priority Populations (Continued)

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

CARRIED

8.5 One-Time 100% Funding Request – Northern Fruit and Vegetable Program Implementation

Report No. 14-2018 (Family and School Health) relative to a proposal for funding for the implementation of the Northern Fruit and Vegetable Program in 2018-2019 was presented.

Resolution No.: 20-2018

MOVED BY: A. Bishop  
SECONDED BY: K. Morley

THAT with respect to Report No. 14 - 2018 (Family and School Health), we recommend that:

- The application for one-time 100% funding totaling \$212,410 for the continuation and ongoing expansion of the Northern Fruit and Vegetable Program in Thunder Bay and District be approved for submission to the Ministry of Health and Long-Term Care; and
- The Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the budget submission process as required.

CARRIED

8.6 One-Time Funding Request – Northern Fruit and Vegetable Program Expansion (Understanding our Food System Project)

Report No. 15-2018 (Healthy Living) relative to a proposal for funding for the implementation of the expanded Northern Fruit and Vegetable Program (Understanding Our Food System Project) in 2018-19 was presented.

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

**8.6 One-Time Funding Request – Northern Fruit and Vegetable Program Expansion (Understanding our Food System Project)**

Resolution No.: 21-2018

MOVED BY: C. Bryson  
SECONDED BY: K. Morley

THAT with respect to Report No. 15 – 2018 (Healthy Living), we recommend that:

- The application for one-time 100% funding totaling \$244,000 for the expansion of the Northern Fruit and Vegetable Program (Understanding our Food System project) in Thunder Bay and District be approved for submission to the Ministry of Health and Long-Term Care; and
- The Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the budget submission process as required.

CARRIED

**8.7 2018 Base-Funding Request – 2017 Wage Increase**

A memorandum from Dr. J. DeMille, Medical Officer of Health and Chief Executive Officer, relative to recommendations for approval of a base funding request to be submitted in the 2018 Annual Service Plan and Budget Submission was presented.

Resolution No.: 22-2018

MOVED BY: N. Gale  
SECONDED BY: A. Bishop

THAT with respect to the 2018 budget for the Thunder Bay District Health Unit we recommend that the 2017 overall wage increase in the amount of \$145,000 be submitted to the Ministry of Health and Long-Term Care as a base funding request with the 2018 Annual Service Plan and Budget Submission;

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

CARRIED

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

**8.8 100% Funded Smoke-Free Ontario Strategy and 100% Funded Electronic Cigarettes Act 2018 Annual Service Plan and Budget Submission Request**

Report No. 13-2018 (Tobacco Program) relative to recommendations for approval of the Smoke-Free Ontario Strategy and Electronic Cigarettes Act budget submission was presented.

Resolution No.: 23-2018

MOVED BY: A. Major  
SECONDED BY: N. Gale

THAT with respect to Report No. 13 – 2018 (Tobacco Program) we recommend that:

- The 100% Smoke-Free Ontario Strategy budget be approved at \$708,600 Revenues and Expenditures, with 6.45 FTE, and submitted to the Ministry of Health and Long-Term Care with the 2018 Annual Service Plan and Budget Submission requests for mandatory and related programs; and
- The 100% Electronic Cigarettes Act budget be approved at \$18,600 Revenues and Expenditures, with .25 FTE, and submitted to the Ministry of Health and Long-Term Care with the 2018 Annual Service Plan and Budget Submission requests for mandatory and related programs; and
- The Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the respective budget submission processes, as required.

CARRIED

**8.9 Indigenous Communities Public Health Programming Budget**

Report No.17-2018 (Medical Officer of Health and Chief Executive Office) relative to the proposed Indigenous Communities Public Health Programming Budget for 2018 was presented.

Resolution No.: 24-2018

MOVED BY: N. Gale  
SECONDED BY: A. Major



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

**8.9 Indigenous Communities Public Health Programming Budget (Continued)**

THAT with respect to Report No. 17– 2018 (Medical Officer of Health and Chief Executive Officer), we recommend that:

- The 100% funded Indigenous Communities Public Health Programming budget be approved at \$400,000 Revenues and Expenditures, with 1.0 FTE, and submitted to the Ministry of Health and Long-Term Care with the 2018 Annual Service Plan and Budget Submission for mandatory and related programs;
- The Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the budget submission process, as required.

CARRIED

**8.10 Expanded Harm Reduction Program Enhancement and Mandatory Programs (Cost-shared) Budget Adjustment**

Report No. 16-2018 (Sexual Health and Harm Reduction) relative to the proposed Expanded Harm Reduction Program Enhancement Budget for 2018 was presented.

Resolution No.: 25-2018

MOVED BY: A. Major  
SECONDED BY: J. McPherson

THAT with respect to Report No. 16 – 2018 (Sexual Health and Harm Reduction), we recommend that:

- The Expanded Harm Reduction Program Enhancement (EHRP) budget be approved at \$250,000 Revenues and Expenditures, with 2.9 FTE, and submitted to the Ministry of Health and Long-Term Care with the Annual Service Plan and Budget Submission requests for mandatory and related programs; and
- The 2018 Mandatory Programs (Cost-Shared) Budget be adjusted to \$12,548,648 including 118.47 net full time equivalent (FTE) positions, for submission to the Ministry of Health and Long-Term Care (MOHLTC); and

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

**8.10 Expanded Harm Reduction Program Enhancement and Mandatory Programs (Cost-shared) Budget Adjustment**

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

CARRIED

**8.11 HIV Anonymous Testing Program Budget**

Report No. 06 – 2018 (Sexual Health & Harm Reduction) relative to providing the Board of Health with the proposed HIV Anonymous Testing Program Budget for the 2018/19 fiscal year was presented.

Resolution No.: 26-2018

MOVED BY: A. Major  
SECONDED BY: J. McPherson

THAT with respect to Report No. 06 – 2018 (Sexual Health & Harm Reduction), we recommend that:

- The application of HIV Anonymous Testing Program Budget of \$59,371 be approved for submission to the Ministry of Health and Long-Term Care; and
- The Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the budget submission process as required.

CARRIED

**8.12 Recruitment & Retention Funding - Nurse Practitioner 2017-18**

Report No. 07-2018 (Sexual Health & Harm Reduction) relative to approval of additional base funding for recruitment and retention in primary care for the 2017-18 funding year was presented.

Resolution No.: 27-2018

MOVED BY: J. McPherson  
SECONDED BY: D. Smith

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

**8.12 Recruitment & Retention Funding - Nurse Practitioner 2017-18 (Continued)**

THAT with respect to Report No. 07 – 2018 (Sexual Health & Harm Reduction), we recommend:

- The Board of Health accept the additional base funding of \$12,000 for the 2017-18 funding year (April 1, 2017 to March 31, 2018) to support recruitment and retention in primary care, bringing the total yearly funding to \$143,053.
- The Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the budget submission process as required.

CARRIED

**8.13 Medical Waste Disposal Contract Renewal**

Report No. 12-2018 (Finance) relative to recommendations for contract award for Medical Waste Disposal Services and Material Supply

Resolution No.: 28-2018

MOVED BY: D. Smith  
SECONDED BY: J. McPherson

THAT with respect to Report No. 12 – 2018 (Finance), we recommend that the contract for Medical Waste Disposal Services and Material Supply be awarded to Stericycle for a three (3) year term with two (2) – one (1) year options to renew effective immediately.

AND THAT the Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the Medical Waste Disposal Services and Material Supply contract, as required.

CARRIED

**8.14 ONA Negotiations**

At the Board of Health (Closed Session) meeting held earlier, a memorandum from Dr. J. DeMille, Medical Officer of Health and Chief Executive Officer, relative to the above noted was presented.

At that time, the Board of Health was advised that the resolution contained in the memorandum would be presented to the regular session for consideration.

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

8.14 ONA Negotiations (Continued)

Resolution No.: 15c-2018

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

THAT with respect to labour negotiations with the Ontario Nurses Association (ONA), we recommend that Administration proceed as directed.

CARRIED

8.15 One-time Funding Request – Extraordinary Costs

At the Board of Health (Closed Session) meeting held earlier, a memorandum from Dr. J. DeMille, Medical Officer of Health and Chief Executive Officer, relative to the above noted was presented.

At that time, the Board of Health was advised that the resolution contained in the memorandum would be presented to the regular session for consideration.

Resolution No.: 15d-2018

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

THAT with respect to the one-time funding request for extraordinary costs, we recommend that Administration proceed as directed.

CARRIED

**9. COMMUNICATIONS FOR INFORMATION**

There were no reports for information presented.

**10. NEXT MEETING**

The next regularly scheduled Board of Health meeting will be held on Wednesday, March 21, 2018, at 1:00 p.m.

**11. ADJOURNMENT**

Resolution No. 28-2018

MOVED BY: C. Bryson  
SECONDED BY: R. Harvey

THAT the Regular Board of Health meeting held on February 21, 2018, be adjourned at 2:09 p.m.

CARRIED

---

Chair, Board of Health

---

Medical Officer of Health/Chief  
Executive Officer

---

Recording Secretary