



# BOARD OF HEALTH MEETING

**MINUTES OF THE MEETING:** April 18, 2018

**TIME OF MEETING:** 1:00 PM

**PLACE OF MEETING:** BOARDROOM - DOWNSTAIRS

**CHAIR:**

**BOARD MEMBERS PRESENT:**

Ms. Alana Bishop  
Mr. Andrew Brigham  
Mr. Jay Daiter  
Mr. Terry Fox  
Ms. Maria Harding  
Mr. Richard Harvey  
Mr. Bob MacMaster  
Mr. Andy Major  
Mr. Jack Masters  
Mr. James McPherson  
Ms. Karen Morley  
Mr. Aldo Ruberto  
Mr. Roger Shott  
Mr. Don Smith  
Mr. Joe Virdiramo

**ADMINISTRATION PRESENT:**

Dr. Janet DeMille, Medical Officer of Health and Chief Executive Officer  
Dr. Emily Groot, Associate Medical Officer of Health  
Ms. Lynda Roberts, Director – Health Promotion  
Ms. Cheryl D’Angelo, Director – Health Protection  
Ms. Nancy Hernandez-Basurto, PHN  
Ms. Sarah Stevens, Executive Assistant and Secretary to the Board of Health

**REGRETS:**

Mr. Norm Gale

**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. Gale.

**2. DECLARATIONS OF PECUNIARY INTEREST**

There were no declarations of pecuniary interest.

### 3. AGENDA APPROVAL

Resolution No. 43-2018

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

THAT the Agenda for the Regular Board of Health Meeting to be held on April 18, 2018, be approved as presented.

CARRIED

### 4. INFORMATION SESSION

#### 4.1 Public Health Approach to Cannabis

Ms. Nancy Hernandez-Basurto, Public Health Nurse in the Injury Prevention and Substance Misuse Program presented information on the Public Health approach to Cannabis legalization and responded to questions. Mr. Klaus Larsen, Tobacco Enforcement Officer, was also in attendance and responded to enforcement-related questions on cannabis legalization from the Board of Health.

### 5. MINUTES OF THE PREVIOUS MEETINGS

#### 5.1 Thunder Bay District Board of Health

The Minutes of the Thunder Bay District Board of Health (Regular and Closed Session) Meeting held on March 21, 2018, to be approved.

Resolution No.: 44-2018

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

THAT the Minutes of the Thunder Bay District Board of Health (Regular and Closed Session) Meeting held on March 21, 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**

There was no closed session meeting.

**8. DECISIONS OF THE BOARD**

8.1 2017 Audited Financial Statements

Dr. DeMille

Report No. 30 - 2018 (Finance) relative to approval for the 2017 Year End Audited Financial Statements was presented along with the Consolidated Financial Statements for the Thunder Bay District Health Unit for the period ending December 31, 2017.

Resolution No.: 45a-2018

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

THAT with respect to Report No. 30-2018 (Finance), we recommend that the 2017 Consolidated Financial Statements of the Thunder Bay District Health Unit for the year ending December 31, 2017, be approved as recommended by the Executive Committee.

CARRIED

The Board of Health held further discussion relative to the 2017 Financial Statements. A motion with respect to variance occurring from vacancies was introduced from the floor. Following debate, an amendment was proposed to the original motion.

Resolution No. 45b-2018 (Amended)

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

THAT the resolution regarding variance be amended by addition to direct Administration to prepare a report on the amount of surplus occurring from unused salaries in order to inform a decision on disbursing the surplus back to the obligated municipalities.

LOST

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

**8.1 2017 Audited Financial Statements (Continued)**

Resolution No.: 45b-2018 (Original)

MOVED BY: B. MacMaster  
SECONDED BY: R. Harvey

THAT surplus occurring from unused salaries be dispersed back to the obligated municipalities.

LOST

The Board of Health continued discussion on variance occurring from vacancies.

Resolution No.: 45c-2018

MOVED BY: T. Fox  
SECONDED BY: J. Daiter

THAT a report of the wages and benefits in the budget as compared to the actual amount be prepared for the Board of Health for 2018 and for subsequent years.

CARRIED

**8.2 Public Health Funding and Accountability Agreement – Amendment No. 8**

A memorandum from Dr. J. DeMille, Medical Officer of Health and Chief Executive Officer, relative to recommendations for approval of acceptance of the one-year funding for the 2017-2018 Northern Fruit and Vegetable Program expansion.

Resolution No.: 46-2018

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

THAT we recommend that the Amending Agreement #8 to the Public Health Funding and Accountability Agreement with the Ministry of Health and Long-Term Care dated January 1, 2017, be approved accepting up to \$208,000 in one-time funding for the 2017-18 funding year for the Northern Fruit and Vegetable Program expansion;

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

**8.2 Public Health Funding and Accountability Agreement – Amendment No. 8 (Continued)**

AND THAT the Chief Executive Officer or designate be authorized to complete any administrative requirements of the budget submission process as required.

CARRIED

**8.3 Procurement Policy and Practice**

Report No. 28-2018 (Finance) relative to providing the Board of Health with an update on the Procurement Policy and Practices of the Thunder Bay District Health Unit and recommendations for revisions to Policy No. FP-05-02 - Procurement was presented.

Resolution No.: 47-2018

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

THAT with respect to Report No. 28-2018 (Finance) we recommend that:

- Revisions to Policy No. FP-05-02 Procurement be approved as Presented, and;
- Corporate Services continues to provide annual updates to the Board of Health on its procurement activities.

CARRIED

**8.4 aPHa 2018 Annual General Meeting**

A memorandum from Dr. J. DeMille, Medical Officer of Health and Chief Executive Officer, dated April 10, 2018, and containing a resolution relative to the above noted was presented.

Resolution No.: 48-2018

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

THAT the following members of the Board be authorized to attend the aPHa 2018 Annual Conference to be held in Toronto, Ontario, on June 10-12, 2018:

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

**8.4 alPHa 2018 Annual General Meeting (Continued)**

1. Ms. M. Harding
2. Mr. A. Ruberto
3. Mr. J. Virdiramo
4. Mr. R. Harvey

AND THAT all expenses be paid in accordance to Policy No. BH-02-04 - Board Members' Reimbursement.

CARRIED

**8.5 Tuberculosis Outbreak**

Report No. 32-2018 (Medical Officer of Health and Chief Executive Officer) relative to providing an update to the Board of Health on the tuberculosis outbreak, and recommendations for ongoing management was presented. Dr. J. DeMille, Medical Officer of Health and Chief Executive Officer provided additional information and responded to questions.

Resolution No.: 49-2018

MOVED BY: A. Ruberto  
SECONDED BY: D. Smith

THAT with respect to Report No. 32 – 2018 (Medical Officer of Health and Chief Executive Officer), we recommend:

- the Minister of Health and Long-Term Care be urged to approve, in an expeditious manner, the application for one-time and base-funding for tuberculosis outbreak management as approved by the Board of Health at its March 21, 2018, meeting and included in the Annual Service Plan and Budget Submission for 2018; and,
- the Board of Health request additional one-time 100% funding totaling \$250,000 from the Ministry of Health and Long-term Care for the period of January 1, 2018 to March 31, 2019 to support tuberculosis outbreak management and case management; and,
- the Chair, on behalf of the Board of Health, send a letter to the Minister of Health and Long-Term Care communicating the urgency of this situation, the impact this is having on TBDHU and the need for expedited funding, noting that this is an evolving situation and therefore may require further resources during the year; and,

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

8.5 Tuberculosis Outbreak (Continued)

- copies of the letter be sent to Dr. David Williams, Ontario Chief Medical Officer of Health, Minister Michael Gravelle, MPP- Thunder Bay Superior-North, Minister Bill Mauro, MPP –Thunder Bay-Atikokan, Mr. Keith Hobbs, Mayor of the City of Thunder Bay and Mr. Norm Gale, City Manager of the City of Thunder Bay.

CARRIED

**9. COMMUNICATIONS FOR INFORMATION**

9.1 Legal Expenditures 2017

Report No. 29-2018 (Finance) relative to providing the Board of Health with the annual legal expenditures report, was presented for information.

9.2 Board of Health Expenses 2017

Report No. 31-2018 (MOH/CEO) relative to providing the Board of Health with the 2017 Board of Health Expenses approved by the Chief Executive Officer, was presented for information.

9.3 Base Funding Increase

A memorandum from Dr. J. DeMille, Medical Officer of Health and Chief Executive Officer, dated April 18, 2018, relative to the above noted was presented for information.

**10. NEXT MEETING**

The next regularly scheduled Board of Health meeting will be held on Wednesday, May 16, 2018, at 1:00 p.m.

**11. ADJOURNMENT**

Resolution No.50-2018

MOVED BY: A. Ruberto  
SECONDED BY: D. Smith

THAT the Regular Board of Health meeting held on April 18, 2018, be adjourned at 3:17 p.m.

CARRIED

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Chair, Board of Health

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Medical Officer of Health/Chief  
Executive Officer

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Recording Secretary