

## **THUNDER BAY DISTRICT HEALTH UNIT**

**MINUTES OF MEETING:**                    **BOARD OF HEALTH (EXECUTIVE COMMITTEE)**

**DATE**    August 27, 2015

**TIME:**    11:00 a.m.

**PLACE:**     Boardroom

**CHAIR:**     Mr. Norm Gale

**BOARD MEMBERS PRESENT:**

Mr. J. Virdiramo  
Ms. Maria Harding  
Mr. B. Kamphof  
Mr. N. Gale  
Mr. T. Fox

**ADMINISTRATION PRESENT:**

Dr. J. DeMille, Medical Officer of Health (A)  
Mr. D. Heath, Chief Executive Officer  
Ms. S. Stevens, Executive Assistant to the  
Chief Executive Officer and Medical  
Officer of Health and Secretary to the  
Board of Health

**CALL TO ORDER**

The Chair called the meeting to order at 11:01

**1.        DECLARATIONS OF PECUNIARY INTEREST**

There were no declarations of pecuniary interest.

**2.        AGENDA APPROVAL**

Resolution No.: 103-2015

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

THAT the Agenda for the Executive Committee Meeting to  
be held on August 27, 2015, be approved.

CARRIED

### 3. MINUTES OF PREVIOUS MEETINGS

The Minutes of the Board of Health Executive Committee (Regular and Closed Session) Meeting held on July 31, 2015, to be approved.

Resolution No.: 104-2015

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

THAT the Minutes of the Board of Health Executive Committee (Regular and Closed Session) Meeting, held on July 31, 2015, be approved.

CARRIED

### 4. CLOSED SESSION MEETING

Resolution No. 105-2015

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

THAT the Board of Health Executive Committee move into a Closed Session Meeting to receive information relative to an identifiable individual.

CARRIED

At 11:03 a.m., the Board of Health Executive Committee moved into Closed Session.

Ms. S. Stevens, Executive Assistant, left the room.

At 11:18 a.m., the Board of Health Executive Committee resumed regular business.

Ms. S. Stevens returned to the room.

## 5. DECISIONS OF THE COMMITTEE

### 5.1 BOH Policy and By-Law Review

Report No. 46-2015 relative to Annual Review of Board of Health Policies and Amalgamated By-law was presented.

Resolution No.: 107-2015

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

THAT with respect to Report No. 46-2015 (Chief Executive Officer), we recommend that amendments to Policy BH-02-04 Board Members Honorarium and Expense Reimbursement be approved;

AND THAT amendments to Policy BH 02-12 Accessibility Standards for Customer Service be approved;

AND THAT amendments to the Amalgamated By-Law No. 2014-01 be approved;

AND THAT these recommendations be brought to the Board of Health at their meeting to be held September, 16, 2015, for consideration.

CARRIED

### 5.2 2014 Annual Report

Report No. 43-2015 (Communications) relative to the 2014 Annual Report was presented, and the Annual Report was reviewed.

Resolution No. 108-2015

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

THAT with respect to Report No. 43-2015 (Communications) we recommend that the 2014 Thunder Bay District Health Unit Annual Report be approved, as presented.

CARRIED

**5. DECISIONS OF THE COMMITTEE (Continued)**

**5.3 Healthy Kids Community Challenge**

Report No. 44-2015 (Health Promotion) relative to the Healthy Kids Community Challenge was presented.

Resolution No. 109-2015

MOVED BY: T. Fox  
SECONDED BY: M. Harding

WHEREAS the Thunder Bay District Health Unit (TBDHU) together with the City of Thunder Bay provide coordination of the Healthy Kids Community Challenge by co-leading the Healthy Kids Community Challenge Community Steering Group;

THEREFORE BE IT RESOLVED THAT with respect to Report No. 44 – 2015 (Healthy Living), we recommend the TBDHU enter into an agreement with the City of Thunder Bay;

- AND THAT the TBDHU will employ a 0.5 FTE Healthy Kids Community Challenge coordinator position;
- AND THAT that the 0.5 coordinator position will be funded by the City of Thunder Bay from the Provincial Healthy Kids Community Challenge grant
- AND THAT the TBDHU provide an additional in-kind contribution of 0.5 FTE position to implement the Healthy Kids Community Challenge;
- AND THAT the Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the submission processes, as required.

CARRIED

**5. DECISIONS OF THE COMMITTEE (Continued)**

**5.4 Leading Edge Group Contract**

Report No. 48-2015 (Chief Executive Officer) relative to Process Review and Training – Leading Edge Group Contract was presented.

Resolution No. 110-2015

MOTION BY: T. Fox  
SECONDED BY: B. Kamphof

THAT with respect to Report No. 47 - 2015 (Chief Executive Officer), we recommend the approval of the service agreement with the Leading Edge Group for \$49,150 plus HST, to provide LEAN training and facilitate improvements to two key processes related to the internal renovation project.

AND THAT the Chief Executive Officer and Manager of Finance are authorized to complete any administrative requirements to proceed with the service agreement.

CARRIED

**6. COMMUNICATIONS FOR INFORMATION**

**6.1 Interim Financial Reports**

Report No. 42-2015 (Finance) relative to providing Interim Financial Reports as at June 30, 2015, for information.

**6.2 Renovations Update**

Mr. D. Heath, Chief Executive Officer, provided a verbal report on the current status of the building renovation plan.

6. **COMMUNICATIONS FOR INFORMATION** (Continued)

6.3 Organizational Structure

Report No. 48-2015 (Chief Executive Officer) relative to providing a review of the Organizational Structure and the AMOH transition plan.

It was the consensus of the Committee that an in-camera report with recommendations regarding the vacant AMOH position be brought to the September 16, 2015, Board of Health meeting for further consideration.

7. **DATE OF NEXT MEETING**

To be determined.

8. **ADJOURNMENT**

Resolution No.: 111-2015

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

THAT the Board of Health Executive Committee meeting held on August 27, 2015, be adjourned at 11:50 a.m.

CARRIED