

## THUNDER BAY DISTRICT HEALTH UNIT

**MINUTES OF MEETING:**            **BOARD OF HEALTH**

**DATE:**                                FEBRUARY 18, 2015

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

**PLACE:**                                BOARD ROOM

**CHAIR:**                                MR. NORM GALE

**BOARD MEMBERS PRESENT:**

Mr. Ed Dunnill  
Mr. Terry Fox  
Mr. Norm Gale  
Mr. Richard Harvey  
Mr. Bernie Kamphof  
Mr. Bob MacMaster  
Ms. Karen Morley  
Mr. Aldo Ruberto  
Mr. Roger Shott  
Mr. Joe Virdiramo  
Ms. Maria Harding

**REGRETS:**

Mr. Jack Masters  
Mr. James McPherson  
Mr. Don Smith

**ADMINISTRATION PRESENT:**

Mr. D. Heath, Chief Executive Officer  
Dr. D. Williams, Medical Officer of Health  
Mr. K. Allan, Director - Health Protection and  
Chief Nursing Officer  
Ms. L. Roberts, Director – Health Promotion  
Mr. P. Avella, Manager – Information  
Systems & Property  
Ms. C. Bold, Manager - Communications  
Ms. C. Boraski, Manager - Finance  
Ms. J. Piper, Manager – Injury Prevention,  
Substance Misuse & Tobacco  
Ms. B. Moro, Executive Assistant to the  
Medical Officer of Health and Chief  
Executive Officer and Secretary to the  
Board of Health

**CALL TO ORDER**

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

**1. ATTENDANCE AND ANNOUNCEMENTS**

Order in Council 176/2015 appointing Ms. Maria Harding to the Board of Health for the Thunder Bay District Health Unit for a period of three years commencing February 11, 2015.

**2. DECLARATIONS OF PECUNIARY INTEREST**

There were no declarations of pecuniary interest.

### 3. AGENDA APPROVAL

The following items were added to the agenda:

- Executive Committee minutes from January 21, 2015
- Memorandum from Aldo Ruberto resigning from the Executive Committee

Resolution No.: 22-2015

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

THAT the Agenda for the Regular Board of Health Meeting to be held on February 18, 2015, be approved, as amended.

CARRIED

### 4. INFORMATION SESSION

#### 4.1 Mental Health Promotion for Children and Youth

Ms. Jodie Murphy, Manager – Family and School Health gave a presentation relative to the above noted. A copy of the presentation was included in the agenda package for 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 (Annual, Regular and Closed Session) Meetings held on January 21, 2015, to be approved.

Resolution No.: 23-2015

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

THAT the Minutes of the Thunder Bay District Board of Health (Annual, Regular and Closed Session) Meetings held on January 21, 2015, be approved, as amended.

CARRIED

**5. MINUTES OF THE PREVIOUS MEETINGS (Continued)**

5.2 Executive Committee Minutes

The Minutes of the January 21, 2015 Executive Committee (Regular and Closed Session) Meetings were approved at the Executive Committee meeting held earlier in the afternoon. The minutes were distributed at the meeting to the Board of Health members, for information.

**6. MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the previous set of minutes.

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

Resolution No.: 24-2015

MOVED BY: Mr. R. Shott  
SECONDED BY: Mr. B. MacMaster

THAT the Board of Health move into Closed Session to receive information relative to personal matters about an identifiable individual.

CARRIED

At 1:30 p.m., the Board of Health moved into Closed Session.

The following individuals left the meeting room:

- Dr. D. Williams, Medical Officer of Health
- Mr. K. Allan, Director - Health Protection and Chief Nursing Officer
- Ms. L. Roberts, Director – Health Promotion
- Ms. B. Moro, Secretary to the Board of Health

At 1:35 p.m., the Board of Health resumed regular business.

The above noted individuals returned to the meeting room.

## 8. DECISIONS OF THE BOARD

Mr. D. Heath, Chief Executive Officer provided an overview of the Program-Based Grant process for the reports to follow. In addition, he advised the Board that a potential one-time grant request to fund the refreshing of the On-Line In-Good Hands Food Safety Course will not be made. The project will be funded through a new reserve fund created from donations.

### 8.1 2015 Program-Based Grants One-Time Funding for Smoke-Free Ontario Act Regulatory Amendments Implementation

Report No. 10-2015 (Injury Prevention, Substance Misuse & Tobacco) relative to providing the Board of Health with information relative to Amendments to Smoke-Free Ontario Regulations (SFOA) and projected costs associated with enforcement of the new SFOA regulatory amendments for submission of a 2015 Program-Based Grant request to the Ministry of Health and Long-Term Care.

Resolution No.: 26-2015

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

THAT with respect to Report No. 10 – 2015 (Injury Prevention, Substance Misuse & Tobacco), we recommend that:

- The application of one-time funding totaling \$11,148 to increase Tobacco Enforcement capacity in response to the new Smoke-Free Ontario Act (SFOA) regulatory requirements 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 respective budget submission processes, as required.

CARRIED

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

8.2 2015 Program-Based Grants One-Time  
Funding for Northwest Tobacco Control  
Area Network Knowledge Exchange Forum

Report No. 7-2015 (Tobacco Control Area Network) relative to providing the Board of Health with the proposed one-time funding request relative to the 2015 Northwest Tobacco Control Area Network Knowledge Exchange Forum for Health Care Providers from the Ministry of Health and Long-Term Care.

Resolution No.: 27-2015

MOVED BY: Mr. E. Dunnill  
SECONDED BY: Ms. K. Morley

THAT with respect to Report No. 7 – 2015 (Tobacco Control Area Network), we recommend that:

- The application of one-time funding totaling \$5,000 for the coordination and implementation of a 2015 Northwest Tobacco Control Area Network Knowledge Exchange Forum 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 respective budget submission processes, as required.

CARRIED

8.3 2015 Program-Based Grants One-Time Funding  
for Smoke-Free Ontario Expanded Smoking  
Cessation Programming for Priority Populations

Report No. 6-2015 (Tobacco Programs) relative to providing the Board of Health with the proposed one-time funding request relative to the purchase and provision of NRT for priority populations from the Ministry of Health and Long-Term Care.

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

8.3 2015 Program-Based Grants One-Time Funding  
for Smoke-Free Ontario Expanded Smoking  
Cessation Programming for Priority Populations (Continued)

Resolution No.: 28-2015

MOVED BY: Mr. R. Harvey  
SECONDED BY: Mr. T. Fox

THAT with respect to Report No. 6– 2015 (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
- The Chief Executive Officer and Manager of Finance be authorized to complete any administrative requirements of the respective budget submission processes, as required.

CARRIED

8.4 Program-Based Grants One-Time Funding  
for Redevelopment of TBDHU Website

Report No. 5-2015 (Communications) relative to providing the Board of Health with a proposed one-time funding request relative to the purchase and provision of a new TBDHU website to increase public access to public health information, programs, services and support public health programs and administration in meeting the requirements of the Ontario Public Health Standards (OPHS) and Ontario Public Health Organizational Standards (OPHOS).

Resolution No.: 29-2015

MOVED BY: Mr. B. MacMaster  
SECONDED BY: Mr. B. Kamphof

THAT with respect to Report No. 5-2015 (Communications), we recommend that:

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

8.4 Program-Based Grants One-Time Funding for Redevelopment of TBDHU Website (Continued)

- The application of one-time funding totaling \$60,000 for the redevelopment of the Thunder Bay District Health Unit (TBDHU) website 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 respective budget submission processes, as required.

CARRIED

8.5 2015 One-Time Funding Program Based Grant Request – First Nations Public Health Programming Pilot

Report No. 14-2015 (Medical Officer of Health) relative to providing the Board of Health with a Provincial/Federal partnership proposal for a First Nations Public Health Programming Pilot to address First Nations public health issues in the Thunder Bay District and the Sioux Lookout First Nations Health Authority.

A copy of a presentation titled Public Health Project Model Update for Public Health Working Group – Sioux Lookout First Nations Health Authority, dated September 24, 2014, for information.

Resolution No.: 30-2015

MOVED BY: Mr. B. Kamphof  
SECONDED BY: Mr. B. MacMaster

THAT with respect to Report No. 14 – 2015 (Medical Officer of Health), we recommend that:

- The application of one-time funding in the amount of \$165,900.00 be approved for submission to the Ministry of Health and Long-Term Care for a 100% of the Provincial share of a Provincial/Federal partnership to fund the First Nations Public Health Programming Pilot including the addition of a Consultant in Public Health Preventive Medicine dedicated to servicing First Nations populations;

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

8.5 2015 One-Time Funding Program Based Grant Request – First Nations Public Health Programming Pilot (Continued)

- The temporary staffing for the Pilot be set at 1.0 full-time equivalents and recruitment for the Consultant in Public Health Preventive Medicine commence prior to receiving the Minister's grant approval for the Provincial share but not before the completion of the Funding agreement with the Federal Government for the Federal share of the partnership; and
- The Chief Executive Officer or designate be authorized to complete any administrative requirements of the respective budget submission processes as required.

CARRIED

8.6 One-Time Program Based Grant Request - Ontario Telemedicine Network (OTN) Equipment Replacement

Report No. 13-2015 (Information Systems and Property) relative to providing the Board of Health with the proposed one-time program based grant request to fund the replacement of the OTN Videoconferencing Equipment.

Resolution No.: 31-2015

MOVED BY: Mr. R. Shott  
SECONDED BY: Mr. B. MacMaster

THAT with respect to Report No. 13-2015 (Information Systems and Property), we recommend that:

- The application of one-time program based grant requests in the amount of \$24,400 to fund the replacement and installation of the Ontario Telemedicine Network (OTN) Videoconferencing Equipment be approved for submission to the Ministry of Health and Long-Term Care;
- And that the costs be funded in accordance with the sources outlined in the report; and
- The Chief Executive Officer or designate be authorized to complete any administrative requirements of the respective budget submission processes as required.

CARRIED



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

8.7 One-Time Program Based Grant Request  
2015 Funding Request for Renovations

Report No. 12-2015 (Information Systems and Property) relative to providing the Board of Health with one-time funding requests for 2015 projected renovation costs for the 999 Balmoral Street location for submission to the Ministry of Health and Long-Term Care (MOHLTC).

Resolution No.: 32-2015

MOVED BY: Ms. K. Morley  
SECONDED BY: Mr. E. Dunnill

THAT with respect to Report No. 12 – 2015 (Information Systems and Property) we recommend that the application of one-time program based grant request in the amount of \$300,000.00 for the purchase of Architectural Consulting Services to produce detail drawings and tender documents be approved for submission to the Ministry of Health and Long Term Care; and

AND THAT a second one-time program based grant request in the amount of \$3,500,000.00 for the capital costs to complete the initial phase (clinical floor) of the proposed 2015 renovations be approved for submission to the Ministry of Health and Long Term Care;

AND THAT the work be funded in accordance with the sources outlined in this report;

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

Resolution No.: 32(A)-2015

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

THAT the resolution relative to Report No. 12 – 2015 (Information Systems and Property) One-Time Program Based Grant Request - 2015 Funding Request for Renovations be referred back to Administration pending receipt of further information.

LOST

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

8.7 One-Time Program Based Grant Request  
2015 Funding Request for Renovations (Continued)

Resolution No.: 32-2015

MOVED BY: Ms. K. Morley  
SECONDED BY: Mr. E. Dunnill

THAT with respect to Report No. 12 – 2015 (Information Systems and Property) we recommend that the application of one-time program based grant request in the amount of \$300,000.00 for the purchase of Architectural Consulting Services to produce detail drawings and tender documents be approved for submission to the Ministry of Health and Long Term Care; and

AND THAT a second one-time program based grant request in the amount of \$3,500,000.00 for the capital costs to complete the initial phase (clinical floor) of the proposed 2015 renovations be approved for submission to the Ministry of Health and Long Term Care;

AND THAT the work be funded in accordance with the sources outlined in this report;

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

CARRIED

8.8 100% Funded Smoke-Free Ontario  
2015 Program Based Grant Request

Report No. 8-2015 (Tobacco Program) relative to outlining the annual Smoke-Free Ontario budget Program Based Grant (PBG) request.

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

8.8 100% Funded Smoke-Free Ontario  
2015 Program Based Grant Request (Continued)

Resolution No.: 33-2015

MOVED BY: Ms. K. Morley  
SECONDED BY: Mr. B. Kamphof

THAT with respect to Report No. 8 - 2015 (Tobacco Program) we recommend that:

- the 100% Smoke-Free Ontario budget be approved at \$694,800 Revenues and Expenditures, with 6.6 FTE, and submitted to the Ministry of Health and Long-Term Care with the 2015 Program Based Grant 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 Healthy Smiles Ontario Program – 2015 Budget

Report 9-2015 (Healthy Smiles Ontario) relative to providing the Board of Health with information on the status of transition of The Healthy Smiles Ontario program and the 2015 budget submission to the Ministry of Health and Long-Term Care.

Attachment 2 – 2015 Oral Health Program Report was placed on the desks at the meeting.

Resolution No.: 34-2015

MOVED BY: Mr. T. Fox  
SECONDED BY: Mr. R. Harvey

THAT with respect to Report No. 9 – 2015 (Healthy Smiles Ontario), we recommend that:

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

8.9 Healthy Smiles Ontario Program – 2015 Budget (Continued)

- The 100% budget totaling \$318,750 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 respective budget submission processes, as required.

CARRIED

8.10 One-Time Request for ISPA Support

Report No. 11-2015 (Infectious Disease) relative to providing the Board of Health regarding a proactive proposal for meeting new requirements under the amended ISPA.

Resolution No.: 35-2015

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

THAT with respect to Report No. 11 – 2015 (Infectious Disease), we recommend that:

- The application of a one-time request of \$117,439 for Immunization of School Pupils Act (ISPA) support be approved 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 budget submission process as required.

CARRIED

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

8.11 Resignation from Executive Committee

Memorandum from Mr. D. Heath, Chief Executive Officer, dated February 17, 2015, advising of Mr. Aldo Ruberto's resignation from the Executive Committee, effective immediately, was placed on the desks at the meeting.

Resolution No.: 36-2015

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

THAT we accept the resignation of Aldo Ruberto from the Executive Committee, effective immediately and that the following Board member be appointed to assume the vacant seat:

1. Ms. M. Harding

CARRIED

8.12 Closed Session Meeting Processes

Following the Board of Health (Closed Session) meeting, a discussion took place with respect to leaving computer equipment open for use during closed session meetings.

Resolution No.: 36(A)-2015

MOVED BY: Mr. J. Virdiramo  
SECONDED BY: Mr. R. Harvey

THAT we refer the matter of leaving computer equipment open for use during closed session meetings to the Executive Committee for consideration;

AND THAT the Executive Committee bring back a recommendation to the Board of Health at the next meeting on March 18, 2015.

CARRIED

**9. COMMUNICATIONS FOR INFORMATION**

9.1 alPHa Board of Health Orientation Session

A report from Mr. R. Harvey, dated February 5, 2015, relative to the above noted, for information.

A report from Mr. D. Smith, relative to the above noted, for information.

A copy of the alPHa 2015 Orientation Manual for Boards of Health, for information, was distributed separately with the agenda package.

9.2 Update and Summary of Measles Cases and Vaccination in Ontario and the Thunder Bay District

Memorandum from Dr. D. Williams, Medical Officer of Health, dated February 18, 2015, relative to the above noted and providing attachments.

**10. NEXT MEETING**

The next regularly scheduled meeting will be held on Wednesday, March 18, 2015.

**11. ADJOURNMENT**

Resolution No.: 37-2015

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

THAT the Board of Health meeting held on February 18, 2015, be adjourned at 3:12 p.m.

CARRIED

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Chair, Board of Health

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Chief Executive Officer

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Recording Secretary