



# BOARD OF HEALTH MEETING

**MINUTES OF THE MEETING:** September 16, 2015

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

**PLACE OF MEETING:** BOARD ROOM

**CHAIR:** MR. NORM GALE

**BOARD MEMBERS PRESENT:**

Mr. Bob MacMaster  
Mr. Jay Daiter  
Mr. Ed Dunnill  
Mr. Norm Gale  
Ms. Maria Harding  
Mr. Bernie Kamphof  
Mr. Jack Masters  
Mr. James McPherson  
Mr. Aldo Ruberto  
Mr. Roger Shott  
Mr. Don Smith  
Mr. Joe Virdiramo

**ADMINISTRATION PRESENT:**

Mr. D. Heath, Chief Executive Officer  
Dr. J. DeMille, Medical Officer of Health (A)  
Mr. K. Allan, Director - Health Protection/Chief Nursing Officer  
Ms. L. Roberts, Director - Health Promotion  
Ms. S. Stevens, Secretary to the Board of Health

**REGRETS:**

Mr. T. Fox  
Mr. J. Virdiramo  
Ms. Karen Morley  
Mr. R. Harvey

**CALL TO ORDER**

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

**1. ATTENDANCE AND ANNOUNCEMENTS**

The Chair welcomed Ms. S. Stevens as the new Secretary to the Board of Health.

**2. DECLARATIONS OF PECUNIARY INTEREST**

There were no declarations of pecuniary interest.

### 3. AGENDA APPROVAL

Resolution No. 115-2015

MOVED BY: R. Shott  
SECONDED BY: B. Kamphof

THAT the Agenda for the Regular Board of Health Meeting to be held on September 16, 2015, be approved, with amended dates for the next meeting.

CARRIED

### 4. INFORMATION SESSION

#### 4.1 Tobacco Protection and Enforcement Update

Ms. K. Larsen and Mr. M. Duranceau, Tobacco Enforcement Officers, were in attendance along with Ms. J. Piper, Manager of Injury Prevention, Substance Misuse and Tobacco. Mr. Larsen and Mr. Duranceau gave a presentation relative to the above noted and answered questions with respect to the Smoke Free Ontario Act, and Municipal By-laws.

### 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) Meetings, held on June 17, 2015 to be approved.

Resolution No. 116-2015

MOVED BY: B. McMaster  
SECONDED BY: R. Shott

THAT the Minutes of the Thunder Bay District Board of Health (Regular and Closed Session) Meetings held on June 17, 2015 be approved.

CARRIED

The minutes from the Executive Committee Meetings (opened and closed sessions) of July 15, 2015, July 31, 2015, and of August 27, 2015, were presented for information.

The Chair provided an overview of the decisions arising from the Executive Committee Meetings.

**6. MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the previous minutes.

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

Resolution No. 117-2015

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

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

CARRIED

At 2:05 p.m. the Board moved into Closed Session.

The following individuals left the room:

Dr. J. DeMille, Medical Officer of Health (A)  
Mr. K. Allen, Director – Health Protection  
Ms. L. Roberts, Director – Health Protection  
Ms. S. Stevens, Executive Assistant

At 2:20 p.m. Dr. J. DeMille, Medical Officer of Health (A), joined the closed session meeting.

At 2:40 p.m. the Board moved out of Closed Session to resume regular business.

The following individuals returned to the room:

Mr. K. Allan, Director – Health Protection  
Ms. L. Roberts, Director – Health Promotion  
Ms. S. Stevens, Executive Assistant.

The following individuals joined the meeting:

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

## 8. DECISIONS OF THE BOARD

### 8.1 General Insurance Program Renewal

Report No. 49-2015 (Finance) General Insurance Program Renewal was presented.

Resolution No. 119-2015

MOVED BY: B. Kamphof  
SECONDED BY: D. Smith

THAT with respect to Report No. 49– 2015 (Finance) we recommend that the base insurance program renewal for the Thunder Bay District Health Unit from Frank Cowan Company Limited effective October 20, 2015, to October 20, 2016, at a total cost of \$68, 021 plus taxes be approved

AND THAT the Chief Executive Officer and the Manager of Finance be authorized to complete any administrative requirements of the General Insurance Program renewal, as required.

CARRIED

### 8.2 Contraception and Pregnancy Testing Products User Fee

Report No. 45-2015 (Sexual Health) Contraception and Pregnancy Testing Products was presented.

Resolution No. 120-2015

MOVED BY: D. Smith  
SECONDED BY: M. Harding

THAT with respect to Report No. 45– 2015 (Sexual Health) we recommend that:

- the attached pricing schedule for oral contraception and pregnancy tests be approved, October 20, 2015;
- notice be provided to clients effective September 17, 2015;
- all administrative matters relating to the revised pricing schedule be completed in accordance with User Fee Policy FP-05-04; and

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

8.2 Contraception and Pregnancy Testing Products User Fee (Continued)

- the Chief Executive Officer and Manager of Finance be authorized to complete any administrative matters relative to implementing these changes

CARRIED

8.3 BOH Policy and By-law Review

Memorandum from Mr. D. Heath, Chief Executive Officer, dated September 1, 2015, attaching a copy of Report No. 46-2015 (Chief Executive Officer) and containing a resolution, relative to the above noted was presented.

Resolution No. 121-2015

MOVED BY: M. Harding  
SECONDED BY: D. Smith

THAT the Board of Health approves the recommendations of the Executive Committee as contained in Report No. 46-2015 – Annual Review of Board of Health Policies and Amalgamated By-law and passed by Resolution No. 107-2015 at their meeting held on August 27, 2015, relative to the annual review of the Board of Health's Amalgamated By-law, Honourarium and Expense Reimbursement Policy and Accessibility Standards for Customer Service Policy;

CARRIED

8.4 Secondment Extension for Dr. David Williams to the Ministry of Health and Long Term Care

At the Board of Health (Closed Session) meeting held earlier in the day, Report No. 50-2015 (Medical Officer of Health) relative to Secondment Extension for Dr. David Williams to MOHLTC was presented.

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

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

8.4 Secondment Extension (Continued)

Resolution No. 118(B) - 2015

MOVED BY: B. Kamphof  
SECONDED BY: J. Daiter

THAT the Board of Health resolve to extend the secondment of Dr. D. Williams to the Ministry of Health and Long Term Care to January 8, 2015;

AND THAT Dr. J. DeMille continue to assume the responsibilities of the Medical Officer of Health for the Thunder Bay District Health Unit during the extended secondment term;

AND THAT Dr. J. DeMille's adjusted cost shared salary be maintained for the extended period of the secondment to reflect the increased level of responsibility.

CARRIED

8.5 Associate Medical Officer of Health Position

At the Board of Health (Closed Session) meeting held earlier in the day, Report No. 51-2015 (Medical Officer of Health) relative to the Associate Medical Officer of Health Position was presented.

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

Resolution No.118(C) - 2015

MOVED BY: A. Ruberto  
SECONDED BY: J. Masters

THAT with respect to Report No. 51– 2015 (Medical Office of Health), we recommend that the Associate Medical Officer of Health (AMOH) position be maintained in the Thunder Bay District Health Unit (TBDHU) organizational structure.

CARRIED

**10. NEXT MEETING**

The next regularly scheduled Board of Health meeting will be held on Wednesday, October 21, 2015, at 1:00 p.m.

**11. ADJOURNMENT**

Resolution No. 122-2015

MOVED BY: D. Smith  
SECONDED BY: M. Harding

THAT the Board of Health meeting held on September 16, 2015, be adjourned at 3:15 pm.

CARRIED

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Chair, Board of Health

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Chief Executive Officer

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Recording Secretary