

**BOARD OF HEALTH FOR THE
NORTHWESTERN HEALTH UNIT**

MINUTES of the Regular Board of Health Meeting
June 26, 2015, 8:30 a.m.
Dryden Best Western Conference Room

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**PRESENT:** Julie Roy, Chair

Carol Baron, Dennis Brown, Yolaine Kirlew, Joe Ruete, Paul Ryan, Sharon Smith, Trudy Sachowski,, Bill Thompson

**IN ATTENDANCE:**

Mark Perrault, CEO

Dr. Kit Young Hoon, MOH

Donna Stanley, Manager, Infectious Diseases

Dawn Sauve, Manager, Dental Health

Silvana Edenburn, Dental Hygienist

Cindy Crandall, Secretary to BOH/MOH (Recorder)

**REGRETS:** John Albanese

**1. CALL TO ORDER**

Chair Julie Roy called the meeting to order at 8:32 a.m.

**2. APPROVAL OF AGENDA**

|                                                                                   |                 |                          |
|-----------------------------------------------------------------------------------|-----------------|--------------------------|
| <b>Motion / Resolution: # 56-2015</b>                                             | <b>APPROVED</b> |                          |
| THAT the Agenda for the Board of Health meeting dated June 26, 2015, be approved. |                 | T. Sachowski<br>C. Baron |

**3. DECLARATIONS OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**

None was declared.

**4. MINUTES OF BOARD OF HEALTH MEETING, May 22, 2015**

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| <b>Motion / Resolution: #57-2015</b>                                                       | <b>APPROVED</b> |                             |
| THAT the Minutes of the Board of Health meeting held May 22, 2015, be approved as written. |                 | B. Thompson<br>T. Sachowski |

**5. IN CAMERA (CLOSED MEETING) SESSION:**

At 8:34 a.m. Board of Health members moved to an in camera (closed meeting) session.

| Motion / Resolution: #58-2015                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | APPROVED |                      |
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| <p>THAT the Board of Health moves to an in camera session to discuss:</p> <p>__Security of the property of the Board;</p> <p>__Personnel matters...</p> <p>__Proposed or pending acquisition of land for Board purposes;</p> <p>__Labour relations or employee negotiations;</p> <p>__Litigation or potential litigation, including matters before administrative tribunals, affecting the Board;</p> <p>__Receiving of advice that is subject to solicitor/client privilege, including communications necessary for that purpose;</p> <p>__A matter in respect of which the Board has authorized a meeting to be closed under another Act;</p> <p>__Consideration of a request under <i>Municipal Freedom of Information &amp; Protection of Privacy Act</i>;</p> <p>_X_Education / orientation session for Board members:</p> <ul style="list-style-type: none"> <li>• Infectious Disease Program</li> <li>• Dental Health Month Mosaic</li> </ul> |          | S. Smith<br>C. Baron |

The Chair, Julie Roy, thanked Donna Stanley for her Infectious Disease Program presentation. Ms. Stanley left the meeting at 9:21 a.m.

The Chair, Julie Roy, thanked Dawn Sauve and Silvana Edenburn for the Dental Health Month Mosaic presentation. They left the meeting at 10:15 a.m.

The board recessed at 10:15 a.m.

| Motion / Resolution: #59-2015                                                       | APPROVED |                      |
|-------------------------------------------------------------------------------------|----------|----------------------|
| THAT the Board of Health moves out of in camera session to resume regular business. |          | C. Baron<br>S. Smith |

At 10:28 a.m. the Board of Health members moved out of the in camera session to resume regular business.

## 6. PUBLIC HEALTH PROGRAMS

### 6.1 Medical Officer of Health Report – Dr. Kit Young Hoon, MOH Reference 2015.06.26.6.1

Smoke-Free Outdoor Spaces presentations have been made to Kenora and Red Lake councils. Dr. Young Hoon advised that presentations are available to other communities on request. She thanked Shannon Robinson, (A) Manager, Chronic Disease & Smoke-Free Ontario and Christine McLeod, Health Promoter for their assistance with the presentations.

Questions and comments were provided.

## 6.2 Preschool Speech & Language Program Report – *Deb Cousineau, Manager, Speech, Hearing & Vision*

*Reference 2015.06.26.6.2 – Report will be kept on file.*

This report provided an overview of the 2014-2015 Preschool Speech & Language Program service year.

| Motion / Resolution: #60-2015                                                                                                                                                                                                                                                                                                                                                 | APPROVED |                       |
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| THAT the Board of Health for Northwestern Health Unit approves the appointments of Dr. David Williams and Dr. Janet DeMille from Thunder Bay District Health Unit as Acting Medical Officers of Health to provide Medical Officer of Health on-call/coverage for Dr. Kit Young Hoon during her absence from Northwestern Health Unit on an as-needed basis for the year 2015. |          | C. Baron<br>Y. Kirlew |

| Motion / Resolution: #61-2015                                                                                                                                  | APPROVED |                      |
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| THAT the following reports be accepted as presented:<br>- 2015.06.26.6.1 Medical Officer of Health Report<br>- 2015.06.26.6.2 Preschool Speech Language Report |          | S. Smith<br>C. Baron |

## 7. CORPORATE ADMINISTRATION

### 7.1 CEO Report – *Mark Perrault, CEO*

*Reference #2015.06.26.7.1*

Additional Verbal Report – *provided by Mark Perrault, CEO*

Discussion included the Assessment of Algoma Public Health Unit Report and possible changes happening to public health in 2016.

Appreciation was expressed to the CEO about including information on Kenora Pride Week in his report.

Other questions and comments were provided.

### 7.2 Public Health Report Card – *Alex Berry, (A) Manager, Foundations*

*Reference #2015.06.26.7.2 The report will be retained on file.*

The report was distributed to members and will be sent to community partners.

### 7.3 Board of Health Operational Plan – *Alex Berry, (A) Manager, Foundations*

*Reference #2015.06.26.7.3 The report will be retained on file.*

The plan was reviewed in detail at the Executive Committee meeting June 12, 2015, and was revised according to comments received.

### 7.4 Finance Report – *Marilyn Herbacz, Manager, Human & Financial Resources*

*Reference #2015.06.26.7.4 The report will be retained on file.*

Additional Verbal Report – provided by Mark Perrault, CEO

We continue to operate as status quo as approval of our 2015 budget request from the Ministry of Health & Long-Term Care has not been received to date.

| Motion / Resolution: #62-2015                                                                                                                                                                                                                                                              | APPROVED |                       |
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| THAT the following reports be accepted as presented: <ul style="list-style-type: none"> <li>- 2015.05.22.7.1 CEO Report</li> <li>- 2015.05.22.7.2 Public Health Report Card</li> <li>- 2015.06.26.7.3 Board of Health Operational Plan</li> <li>- 2015.06.26.7.4 Finance Report</li> </ul> |          | Y. Kirlew<br>S. Smith |

| Motion / Resolution: #63-2015                                                                                                                                                                                                                                                   | APPROVED |                     |
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| THAT the Board of Health for the Northwestern Health Unit authorizes the Chief Executive Officer to arrange for a \$500,000 credit facility (overdraft) with TD Canada Trust to ensure business continuity in the event of a disruption in cash flow or an extraordinary event. |          | P. Ryan<br>S. Smith |

The Board recessed for lunch at 11:40 a.m.

The Chair called the meeting to order at 12:09 p.m.

## 8. REPORT OF EXECUTIVE COMMITTEE MEETING, June 12, 2015

Paul Ryan, Chair, Executive Committee reported on the meeting.

| Motion / Resolution: #64 -2015                                                                                                                                                                                                                                                                                                                                                                                                                                                           | APPROVED |                       |
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| THAT proposed amendments to By-Law #1, Constitution of the Board of Health, section 8.0 DUTIES OF OFFICERS include,<br><br>8.1 Chair of the Board of Health: Review and Approve Board of Health Member Statements of Board Expenses, and<br><br>8.2 Vice-Chair of the Board of Health: Review and Approve Statement of Board Expenses of the Chair of the Board of Health.<br><br>AND APPENDIX F, Statement of Board Expenses Form include approval signature of Chair, Board of Health. |          | Y. Kirlew<br>S. Smith |

## 9. ASSOCIATION OF LOCAL PUBLIC HEALTH AGENCIES (aPHa) CONFERENCE REPORT

Those members attending the conference June 7 – 9, 2015, in Ottawa, expressed appreciation to the Board of Health for the opportunity to attend. Those attendees also provided a verbal report of the conference. All agreed it was a worthwhile event, especially for our new members.

**10. BOARD OF HEALTH RETREAT, SEPTEMBER 23 – 25, 2015**

Potential agenda items were discussed.

**11. DRAFT POLICY – SPONSORSHIP OR COOPERATIVE ARRANGEMENTS.**

This policy was put in place in the event an opportunity comes up in the future.

| Motion / Resolution: #65-2015                                                                                                                                                                  | APPROVED |                     |
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| THAT the Board of Health approve new Sponsorship or Cooperative Arrangements Policy, Sponsorship/Cooperative Arrangement Agreement Form and Sample Sponsorship/Cooperative Arrangement Letter. |          | P. Ryan<br>J. Ruete |

**12. REVISED POLICE – PETTY CASH**

| Motion / Resolution: #66-2015                                                                                                                                | APPROVED |                      |
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| THAT the Board of Health approve change of Petty Cash Policy for reimbursement to employees for purchases related to health unit business from \$50 to \$75. |          | D. Brown<br>J. Ruete |

**13. NON AGENDA ITEMS**

There were no items identified.

**14. NEXT MEETING DATE**

Executive Committee Meeting: August 12, 2015, 11:00 a.m. Kenora

Regular Meeting of Board of Health, Atikokan NWHU Meeting Room  
Friday, August 28, 2015, 8:30 a.m.

**15. ADJOURNMENT**

The Chair adjourned the meeting at 1:05 p.m.

BOARD OF HEALTH FOR THE NORTHWESTERN HEALTH UNIT:

CONFIRMED AS WRITTEN

THIS .....1..... DAY OF September.....2015

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Julie Ray  
MEETING CHAIR, BOARD OF HEALTH

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C. Brandon  
RECORDING SECRETARY