



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

MINUTES of the Regular Board of Health Meeting  
January 17, 2014  
NWHU Kenora City View office boardroom

~~~~~

**PRESENT:** Julie Roy, Chair  
John Albanese, Carol Baron, Dennis Brown, Paul Ryan, Trudy Sachowski, Sharon Smith,  
Doug Squires, Bill Thompson

**IN ATTENDANCE:**  
Dr. Jim Arthurs, Medical Officer of Health  
Mark Perrault, CEO  
Alex Berry, QI Officer  
Dorothy Strain, Secretary to MOH/BOH (Recorder)

**REGRETS**  
Jim Belluz, Shayne MacKinnon

**1. CALL TO ORDER**

The Chair called the meeting to order at 8:30 a.m.

**1.1 Introduction of New Board of Health Member**

Chair Julie Roy introduced new Public Appointee Trudy Sachowski. Ms. Sachowski's appointment is for a three-year term effective November 20, 2013.

**2. APPROVAL OF AGENDA**

**2.1 Additions:**

**Agenda #9, Report of Executive Committee Meeting, January 10, 2014**

- 9.5 MOH and CEO Performance Appraisal Update and Process
- 9.6 Appointment of External Auditor
- 9.7 MOH Position Recruitment Update

|                                                                                                 |                     |
|-------------------------------------------------------------------------------------------------|---------------------|
| <b>Motion / Resolution: 01-2014</b>                                                             |                     |
| THAT the Agenda for the Board of Health meeting dated January 17, 2014, be approved as amended. | P. Ryan<br>C. Baron |

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

None was declared.

**4. BOARD OF HEALTH ELECTIONS**

**4.1 Officers**

**4.1.1 Report of Nominating Committee** – *Verbal report provided by Paul Ryan, Nominating Committee*

All Board of Health members were contacted regarding nominations for the election of 2014 Officers and membership to the Executive Committee following the Board of Health meeting held November 29, 2013. Ballots were delivered to the Board Secretary on December 10, 2013.

By-Law #1, Constitution of the Board of Health, provides the following direction:

- A candidate can remove their name from the ballot prior to voting
- A candidate can add their name to the ballot prior to voting
- A candidate can address the meeting for a maximum three minutes prior to voting

One member consented to stand for election for the position of Chair of the Board of Health: Julie Roy.

One member consented to stand for election for the position of Vice-Chair: Doug Squires. Three members consented to stand for election to the Executive Committee: John Albanese, Shayne MacKinnon, Paul Ryan

**4.1.2 Appointment of Chair of Election**

Mark Perrault, CEO, was appointed Chair of the Election.

**4.1.3 Call for Nominations: Position of Chair**

Julie Roy consented to let her name stand for election to the position of Chair. The Chair of the Election called for further nominations. There were no further nominations from the floor.

|                                                                              |                           |
|------------------------------------------------------------------------------|---------------------------|
| <b>Motion / Resolution: 02-2014</b>                                          |                           |
| THAT nominations for the position of Chair of the Board of Health be closed. | D. Squires<br>J. Albanese |

The Chair of the Election declared that, there being no additional candidates, Julie Roy is acclaimed to be Chair of the Board of Health for 2014.

**4.1.4 Call for Nominations: Position of Vice-Chair**

Doug Squires consented to let his name stand for election to the position of Vice-Chair. The Chair of the Election called for further nominations. There were no further nominations from the floor.

|                                                                                   |                            |
|-----------------------------------------------------------------------------------|----------------------------|
| <b>Motion / Resolution: 03-2014</b>                                               |                            |
| THAT nominations for the position of Vice-Chair of the Board of Health be closed. | T. Sachowski<br>D. Squires |

The Chair of the Election declared that, there being no additional candidates, Doug Squires is acclaimed to be Vice-Chair of the Board of Health for 2014.

## 4.2 Executive Committee

### 4.2.1 Report of Nominating Committee

John Albanese, Shayne MacKinnon, and Paul Ryan consented to let their name stand for election to the 2014 Executive Committee.

### 4.2.2 Call for Nominations: Membership of Executive Committee

The Chair of the Election called for further nominations. There were no further nominations from the floor.

|                                                                       |                        |
|-----------------------------------------------------------------------|------------------------|
| <b>Motion / Resolution: 04-2014</b>                                   |                        |
| THAT nominations for membership to the Executive Committee be closed. | D. Squires<br>D. Brown |

Ballots were distributed and a vote was conducted. The Chair of the Election declared the following to be elected members of the 2014 Executive Committee:

- Shayne MacKinnon
- Paul Ryan

|                                     |                        |
|-------------------------------------|------------------------|
| <b>Motion / Resolution: 05-2014</b> |                        |
| THAT all ballots be destroyed.      | D. Brown<br>D. Squires |

Julie Roy assumed the Chair of the meeting.

## 5. CLOSED MEETING SESSION

At 8:55 a.m. Board of Health members moved to an in camera (closed meeting) session.

|                                                                                                                                                                       |                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <b>Motion / Resolution: 06-2014</b>                                                                                                                                   |                          |
| THAT the Board of Health moves to an in camera session to discuss:<br>an education or training session for Board members- <i>NWHU 2014 Budget Preparation process</i> | T. Sachowski<br>D. Brown |

At 10:50 a.m. Board of Health members moved out of the in camera session to resume regular business.

|                                                                                         |                           |
|-----------------------------------------------------------------------------------------|---------------------------|
| <b>Motion / Resolution: 07-2014</b>                                                     |                           |
| THAT the Board of Health moves out of the in camera session to resume regular business. | D. Squires<br>J. Albanese |

## 6. MINUTES OF BOARD OF HEALTH MEETING, November 29, 2013

|                                                                                                 |                        |
|-------------------------------------------------------------------------------------------------|------------------------|
| <b>Motion / Resolution: 08-2014</b>                                                             |                        |
| THAT the Minutes of the Board of Health meeting held November 29, 2013, be approved as written. | D. Squires<br>C. Baron |

## 7. PUBLIC HEALTH PROGRAMS

### 7.1 Medical Officer of Health Report – *Provided by Dr. Jim Arthurs, MOH*

*Reference #014-01-17-7.1*

#### Seasonal Influenza

The influenza season got started in northern Ontario just before the Christmas / New Year Holidays. I received information on December 16 that a death had occurred in Thunder Bay Regional Health Centre that was confirmed as Influenza A subtype H1N1. Later that day I had a discussion with Dr. David Williams, Medical Officer of Health, Thunder Bay District Health Unit (TBH DU), regarding the rise in confirmed influenza cases in their area. At the time, the Northwestern Health Unit (NWHU) had received confirmation of two influenza cases. These conversations led to regular teleconferences that included NWHU, TBH DU, Health Canada, Ministry of Health and Long-Term Care, Public Health Ontario, North West LHIN, Meno Ya Win Health Centre (Sioux Lookout) and Thunder Bay Regional Health Sciences Centre's infectious control staff. The teleconferences were held on December 19, 23, 27, and January 2, 2014. I participated on all from my office, TBH DU office (I was in Thunder Bay for the Holidays) and by cell phone.

The number of confirmed cases in the TBH DU catchment were rising much more rapidly than in our catchment, where on those dates we had 2, 4, 10, and 17 confirmed cases respectively through December 30. The predominant strain was identified as H1N1 influenza A, and the attack rate was greatest among children under 5 years and adults 25-65 years. NWHU had only 2 confirmed cases in individuals over 65 years. Interestingly, from the information our surveillance was able to provide, virtually all of the confirmed cases in both NWHU and TBH DU occurred in individuals that had not been vaccinated for influenza. The current vaccine has two influenza A strains, including H1N1, and one influenza B strain. The few confirmed cases of influenza B were also of the strain present in the current influenza vaccine.

The public message was and remains: Influenza is in the news.

#### Protect Yourself:

- Get your flu shot and any other vaccines due.
- Wash or sanitize your hands before they touch any part of your face, other people, or food.
- If people around you are coughing, stay a few feet away from them.
- Ask sick people (those with a new cough in the last day or two, or those with fevers) to stay home from your workplace or school.
- Take care of yourself- get enough sleep, stay hydrated, eat healthy.

#### Protect Others:

- If you feel very unwell today, stay home!
- Remain home while you have a fever or for the first couple of days of coughing.
- Get your flu shot and any other vaccines due.
- If you are coughing or sneezing, stay a few feet away from others and wash or sanitize your hands before you touch your face, other people or surfaces, or food.

- Visiting patients at hospitals or residents at long-term care homes should wait until your fever is gone or your cough has improved, and ensure you follow all the directions given for hand washing or sanitizing, or wearing gowns or masks, as directed by facility staff.
- If you are an employer- go beyond simply encouraging sick staff to stay home. Enforce it!

In my most recent scan of the websites of the World Health Organization, Centres for Disease Control, and Public Health Agency of Canada the message is the same across North America. Most states in the U.S. and provinces in Canada are experiencing increasing numbers of seasonal influenza. Across the continent the predominant strain is influenza A sub-type H1N1. This virus strain is in the available current influenza vaccine. The strain is also sensitive to commonly used antivirals for influenza.

#### Other Infectious Diseases in North America and Globally

While our current focus is on influenza, we must not forget about the other infectious diseases – some new, some old, and some recurrent as we and our public have become complacent.

- We continue to have foodborne illnesses.
- We are constantly cognizant of the importance of safe drinking water.
- Vaccine preventable diseases like pertussis (whooping cough), polio, meningitis, hepatitis A & B, measles, mumps, rubella, chickenpox, HPV and others continue to have small to large outbreaks. This is mostly because in our modern, fast, hectic world we have forgotten how we fought these diseases decades ago.
- As above, we have come to expect sanitation ALWAYS, and forget to wash our hands ALWAYS. Our current societies in our democratic countries have personal choices, and, for various reasons, sometimes do not make the good choice to be vaccinated and to have their children vaccinated.
- There have been 3 new confirmed cases of MERS (Middle East Respiratory Syndrome) in the UK, and 6 new cases in the Kingdom of Saudi Arabia. MERS is a coronavirus as was the SARS outbreak. The total confirmed cases stands at 176 world-wide, with 74 deaths. Interestingly, several of the new cases are mild. The concern of Infectious Disease experts is that mild cases may be the beginning of human-to-human transfer, though that has not yet been confirmed.
- Let me remind us all that when the index of suspicion among health care providers is low, then testing isn't done; therefore, new cases are not found unless very severe and in hospital. We experience that with Lyme disease, blastomycosis and even TB. Of course, as science and public health raise the knowledge level and therefore the index of suspicion among health care providers rises, the numbers of testing go up as does the number of confirmed cases. "If you don't look, you won't find it – and if you do look you will find more." This situation can skew the epidemiologic curve up or down.
- Across North America there is also a growing concern that health care workers themselves choose not to be vaccinated at the same rate as the general public. Clearly, that is a problem.

### Food Premise Inspections

Our new website link, *Choosewise*, went live on Thursday, January 9, 2014. This site allows the general public to view the most recent date and result of our public health inspectors' inspections of our many food preparation premises.

Posting of food premise inspection results is mandated by the Ontario Public Health Standards. We hope to provide a demonstration of this site at an upcoming Board of Health meeting.

### Controversial Issues

- On January 13, 2014, I attended the Atikokan municipal Council meeting at the request of Mayor Dennis Brown to participate in a discussion about municipal water fluoridation.
- E-cigarettes—Most of us are quite aware of the presence of e- cigarettes. This new technology vaporizes a liquid within the chamber of the product. The issue is what is in the liquid. Nicotine is regulated in Canada and under the *Smoke Free Ontario Act*. Other ingredients may or may not be regulated. I introduce this issue only to raise your awareness as there is always more than one side to the story. Harm vs harm reduction will take time to settle out.

### Partnerships and Collaboration

At the December 18, 2013, regular teleconference of the Northern Medical Officers of Health group I invited members to join us in Kenora for our *Do One Thing* conference, May 27-29, 2014. Several members expressed interest. I have placed this as a standing agenda for the next months to share more details about the sessions of the conference, guest speakers, registration fee, etc., as they become available.

### Verbal Update –Provided by Dr. Arthurs

**Influenza Outbreak:** Background for the influenza ('flu') outbreak in northwestern Ontario that was detected in early December was provided. Surveillance data indicates that the vulnerable population appears to be adults between 20-50 years of age.

**Influenza Vaccine Supply:** There has been a significant increase in demand for flu immunizations in this region following the Holiday season. Vaccine is sent from the provincial pharmacy in Toronto to the Northwestern Health Unit's vaccine depot in Kenora. Shipping delays due to inclement weather have contributed to low inventories. However, the demand for vaccine across the region is being accommodated.

### Questions, Discussion

**Vaccination Clinics:** Ontario medical officers of health are considering how to promote vaccination uptake early in the flu season. The province's new regulation that allows Ontario pharmacists to administer flu shots is one strategy for increasing access to flu vaccinations.

**7.2 Environmental Health Program Report**

*Reference #2014-01-17-7.2 The report will be retained on file.*

Update: -Provided by Dr. Arthurs

ChooseWise Program: The Ontario Public Health Standards require health units to provide public disclosure of results of inspections of food premises. The Northwestern Health Unit’s ChooseWise site is now operational and can be accessed at the Health Unit’s web site, [www.nwhu.on.ca](http://www.nwhu.on.ca).

Comments, Discussion

Public interest in the ChooseWise program is high. There was discussion about the timelines for inspection of facilities and posting of inspection results.

Smoke-Free Ontario Program: Dr. Arthurs observed that e-cigarettes will become an increasingly controversial product. Composition of the liquid other than nicotine is unknown and currently not regulated.

**7.2.1 Board of Health Resolution: Support for Bill 131**

Dr. Arthurs noted that Bill 131, the *Youth Smoking Prevention Act, 2013* includes measures to discourage youth initiation of smoking and use of other tobacco products. Northwestern Health Unit youth staff have been at the forefront of advocacy for a ban on flavours in tobacco products. This is one of the measures proposed in Bill 131.

**7.3. Infectious Diseases Program Report**

*Reference #2014-01-17-7.3 The report will be retained on file.*

|                                                                            |                           |
|----------------------------------------------------------------------------|---------------------------|
| <b>Motion / Resolution: 09-2014</b>                                        |                           |
| THAT the Report of the Medical Officer of Health be accepted as presented. | D. Squires<br>J. Albanese |
| <b>Motion / Resolution: 10-2014</b>                                        |                           |
| THAT the Infectious Diseases program report be received.                   | S. Smith<br>B. Thompson   |
| <b>Motion / Resolution: 11-2014</b>                                        |                           |
| THAT the Environmental Health program report be received.                  | D. Brown<br>D. Squires    |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| <p><b>Motion / Resolution: 12-2014</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                    |
| <p>WHEREAS the Board of Northwestern Health Unit supports the many years of effort by local youth advocating for a ban on flavours in tobacco products, a ban that is proposed in the recent Ontario Bill 131, <i>Youth Smoking Prevention Act, 2013</i>; and</p> <p>WHEREAS Bill 131 includes important changes to prohibit smoking in and around places where children gather, thus reducing their exposure to second-hand smoke and the negative influence of seeing smoking by adults; and</p> <p>WHEREAS Bill 131 includes improvements for the enforcement of the youth access and promotion of tobacco products law that can help to reduce the number of youth who access tobacco products;</p> <p>THEREFORE BE IT RESOLVED THAT the Board of Health for the Northwestern Health Unit commends the Minister of Health and Long-Term Care for bringing Bill 131, <i>Youth Smoking Prevention Act, 2013</i> forward; and</p> <p>FURTHER BE IT RESOLVED THAT all members of Ontario provincial parliament be encouraged to work diligently towards final passage of this important public health bill into law for Ontario; and</p> <p>FURTHER BE IT RESOLVED THAT this resolution be forwarded to the Minister of Health and Long-Term Care; and to all Ontario MPPs, all Boards of Health in Ontario, and obligated municipalities for the Northwestern Health Unit for their support.</p> | <p>D. Squires<br/>T. Sachowski</p> |

**8. CORPORATE ADMINISTRATION**

**8.1 Chief Executive Officer Report -Mark Perrault, CEO**

Reference #2014-01-17-8.1

**Purpose**

To inform the Board of Health of any current issues that have developed since the last Board of Health meeting that may have an impact on the operations of the health unit, but do not warrant as separate report, and of the activities of the Chief Executive Officer. This report will complement the separate finance report.

***Do One Thing Conference, May 2014***

On December 10, 2013, I made a deputation to the City of Kenora regarding the *Do One Thing Conference, May 27-29, 2014*, which was well received.

We are finalizing the conference agenda early this month as we are receiving confirmation of speakers. We currently have a commitment from the following speakers:

- Waneek Horn-Miller, former Olympic Athlete, expert on healthy eating, fitness and motivational drive.
- Mark Brand, entrepreneur and activist around food security and community development
- Dave Meslin, community engagement specialist

- Mark Bowden, communications specialist
- Kate Manson-Smith, Assistant Deputy Minister, Ministry of Health and Long-Term Care, Health Promotion Division.
- Rick Mercer

The local working group will be convened in January, which will include local staff and a Board of Health representative to help with the logistics planning including accommodation, food, and registration, etc.

### **Medical Officer of Health Recruitment**

I have completed negotiations with Dr. Kit Young Hoon to be our new Medical Officer of Health. Her anticipated start date as a medical consultant (for orientation purposes) will be March 3, 2014, with her official start date of April 1, 2014. She and her family are currently looking for a house in Kenora and they hope to be moved in before March 3.

### **2014 Corporate Services Operational Plan**

On December 12, 2013, all our corporate services staff attended a meeting facilitated by Alex Berry, QI Officer, to develop an operational plan for 2014. A key part of the meeting was to prioritize and coordinate our plans as most of our initiatives overlap on each other. The key new initiative will be to go paperless by replacing paper forms with electronic templates. This will affect all our corporate services from the on-boarding of staff to purchasing and the submission of mileage claims.

### **Healthy Smiles Ontario**

I attended a teleconference at which the Ministry of Health and Long-Term Care made a major announcement regarding the integration of all publicly funded children's dental programs that will be phased in over the next year and a half.

From a budget perspective, nothing will change for 2014; but in 2015 we will no longer be funding the Children in Need of Treatment (CINOT) program out of cost shared dollars, which is all purchased services dollars. I will be attending a Ministry finance meeting on January 22 and hope to obtain more details.

### **Budget 2014**

The Ministry of Health and Long-term Care ('the Ministry') has provided us with a budget package including templates for cost shared programs and will be holding a webinar on the budget process on January 15, 2014. The submission deadline for 2014 budgets to the Ministry is March 1, 2014.

I will be bringing the completed budget template to the February Board of Health meeting for final approval.

### **Immunization Audit**

The Ontario Auditor General will be conducting an immunization audit to ensure that the Ministry of Health and Long-Term Care is getting value for money. Some health units in the province will be audited, and there is a teleconference being held on January 9 to provide more information.

**Other Activities**

We interviewed for the vacant finance officer position and have chosen not to fill the position at this time. With year-end and 2014 budget planning upon us, we have decided to reassign existing staff and delay some planned projects; and then in April, re-evaluate the staffing needs in the Human and Financial Resources department.

I had meetings during the month of December with the following:

- staff in Ignace, Atikokan and Emo offices to give them an update on the plans for next year and thank them for their service.
- Julie Roy, Board Chair, and Doug Squires, Vice-Chair, to finalize my performance appraisal.
- Our new auditor, Cathy Nelson from Meyers Norris Penny (MNP) to discuss the 2013 audit.
- Sioux Lookout First Nations Health Authority with regards to their public health pilot.
- Managers regarding budget and personnel matters.

Verbal Update –*Provided by Mark Perrault, CEO*

Do One Thing Conference, May 27-29, 2014: Plans for the conference itinerary and after hours events were outlined. Municipal, health care and community partner participation is a priority and conference events will be of interest to these partners.

Local food premises will be promoted for delegates’ meals. The food premises will be asked to provide menus that include information for calories and sodium content for selected menu items.

|                                                                          |                         |
|--------------------------------------------------------------------------|-------------------------|
| <b>Motion / Resolution: 13-2014</b>                                      |                         |
| THAT the Report of the Chief Executive Officer be accepted as presented. | B. Thompson<br>S. Smith |

**8.2 Finance Report** – *provided by Mark Perrault, CEO*

*Reference #2014-01-17-8.2 The report will be retained on file.*

The updated report to November 30, 2013, was distributed to the meeting.

Attachment 1, Cost Shared Budget Report: The MPAC reassessment for Kenora City View office building was received. The Health Unit can now incorporate budget accommodation for 2014 for the annual property tax.

A small year-end surplus continues to be projected.

The change in provision of data lines from eHealth Ontario to regional service providers was described. The Health Unit will be subsidized for one year (2014) as it makes the adjustment for all of its offices.

Additional Attachment reports were reviewed.

|                                                   |                         |
|---------------------------------------------------|-------------------------|
| <b>Motion / Resolution: 14-2014</b>               |                         |
| THAT the Finance Report be accepted as presented. | S. Smith<br>B. Thompson |

**8.2.2. Annual Investment Report**

A new report, "Cash and Temporary Investments" was reviewed. It will be an attachment report to the monthly finance reports.

Board of Health members recessed at 12:05 p.m.  
The Chair called the meeting to order at 12:35 p.m.

**8.2.1 NWHU Consolidated Constitution: By-Law #2, Part 8 Program: Schedule A, Permits and Fees**

*Appendix to Finance Report, Ref. #2014-01-17-8.2 The report will be retained on file.*

The Health Unit is mandated to provide services for the Sewage program under the *Building Code Act*. Costs for provision of the program are covered through fees for services and inspections. Jennifer McKibbon, Manager, Environmental Health, and Doug Vergunst, Chief Building Official, explained the proposed adjustments to the Permits and Fees schedule to the Executive Committee meeting held January 10, 2014.

Executive Committee Chair Doug Squires conveyed the Committee's recommendation to approve proposed adjustments to the Permits and Fees Schedule.

|                                                                                                                                                                                                                    |                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <b>Motion / Resolution: 15-2014</b>                                                                                                                                                                                |                     |
| THAT Schedule A: Classes of Permits and Permit Fees for By-Law #2, A By-Law Respecting Construction, Change of Use Permits and Inspections for Sewage Systems be adjusted as presented, effective January 1, 2014. | P. Ryan<br>C. Baron |

**8.2.2. Annual Investment Report**

This agenda item was discussed immediately following the Finance Report, Agenda #8.2.

**9. REPORT OF EXECUTIVE COMMITTEE MEETING, JANUARY 10, 2014**

Committee Chair Doug Squires provided a verbal report of the Committee meeting.

MOH, CEO Performance Appraisal Process: Committee Chair Doug Squires and Vice-Chair Julie Roy reported to the Committee following completion of their performance appraisals of Dr. Arthurs and Mark Perrault. The Committee reviewed the draft procedures that direct the performance appraisal process. The approved procedures will be appended to their respective corporate policies, Medical Officer of Health and Chief Executive Officer.

**9.1 NWHU Preliminary 2014 Cost Shared Budget**

Information about the budget setting process was provided by Mark Perrault, CEO, during the closed meeting session, Agenda #5. A draft 2014 budget will be submitted to the February Board of Health meeting.

**9.5 MOH, CEO Performance Appraisal Update and Process – Review of Procedures provided by Alex Berry, QI Officer**

The introduction sections of the draft MOH and CEO Performance Appraisal procedures, which outline the performance appraisal process, were reviewed.

Minor edits to the documents were identified and agreed upon by Board of Health members.

**9.2 NWHU Policies – Reviewed by Alex Berry, QI Officer**

*Report Reference #2014-01-17-9.2 The report will be retained on file.*

The current policy review will consolidate existing corporate policies into a concise manual of governance policies with associated procedure manuals.

**9.2.1 New Policies**

New policies were reviewed. Minor edits to policies that were identified at the Executive Committee’s meeting held January 10, 2014, were identified.

**9.2.2 Revisions to Policies**

Proposed revisions to existing policies were reviewed. After discussion of the financial investment process, proposed revisions to Policy, Investment of Surplus / Reserve Funds were withdrawn. Mark Perrault will submit a report on investment options and proposed edits to this Policy to a future Board of Health meeting.

**9.2.3 Delete Policies – Section IV, Programs**

The rationale for proposed deletions was explained. After updates recently made to existing Policies, ‘Policies and Procedures’ and ‘Medical Officer of Health’, policies for individual programs have become redundant.

**9.4 Interest Rates for Overdue Accounts for 2014**

Executive Committee Chair Doug Squires conveyed the Committee’s recommendation to maintain the current interest rate of 1.25% per annum for 2014.

|                                                                                                                                                                                                                                     |  |                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------|
| <b>Motion / Resolution: 16-2014</b>                                                                                                                                                                                                 |  |                     |
| THAT the following new policies be approved: <ul style="list-style-type: none"> <li>- Vision, Mission and Strategic Plan</li> <li>- Legislative Acts &amp; Regulations</li> <li>- Communication with the Board of Health</li> </ul> |  | C. Baron<br>P. Ryan |

|                                                                                                                                                                                                                           |  |                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------------------|
| <b>Motion / Resolution: 17-2014</b>                                                                                                                                                                                       |  |                     |
| THAT revisions to the following policies be approved: <ul style="list-style-type: none"> <li>- Organizational Chart</li> <li>- Privacy (formerly Client &amp; Personnel Records)</li> <li>- Records Management</li> </ul> |  | P. Ryan<br>C. Baron |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                         |                      |                                         |                                    |                                     |                         |                |                            |                             |                       |                            |                           |                                       |                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------------------|-----------------------------------------|------------------------------------|-------------------------------------|-------------------------|----------------|----------------------------|-----------------------------|-----------------------|----------------------------|---------------------------|---------------------------------------|---------------------|
| <b>Motion / Resolution: 18-2014</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                         |                      |                                         |                                    |                                     |                         |                |                            |                             |                       |                            |                           |                                       |                     |
| THAT the following policies be deleted: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Child Health Program</td> <td style="width: 50%;">Healthy Babies Healthy Children Program</td> </tr> <tr> <td>Chronic Disease Prevention Program</td> <td>Injury and Substance Abuse Programs</td> </tr> <tr> <td>Dental Services Program</td> <td>Rabies Program</td> </tr> <tr> <td>Emergency Response Program</td> <td>Reproductive Health Program</td> </tr> <tr> <td>Foundational Standard</td> <td>Smoke-Free Ontario Program</td> </tr> <tr> <td>Health Protection Program</td> <td>Speech-Language and Audiology Program</td> </tr> </table> Direction to establish program procedure manuals and delegate authority to the Medical Officer of Health to approve program procedures is provided by policies, ‘Policies and Procedures’ and ‘Medical Officer of Health’. |                                         | Child Health Program | Healthy Babies Healthy Children Program | Chronic Disease Prevention Program | Injury and Substance Abuse Programs | Dental Services Program | Rabies Program | Emergency Response Program | Reproductive Health Program | Foundational Standard | Smoke-Free Ontario Program | Health Protection Program | Speech-Language and Audiology Program | P. Ryan<br>C. Baron |
| Child Health Program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Healthy Babies Healthy Children Program |                      |                                         |                                    |                                     |                         |                |                            |                             |                       |                            |                           |                                       |                     |
| Chronic Disease Prevention Program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Injury and Substance Abuse Programs     |                      |                                         |                                    |                                     |                         |                |                            |                             |                       |                            |                           |                                       |                     |
| Dental Services Program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Rabies Program                          |                      |                                         |                                    |                                     |                         |                |                            |                             |                       |                            |                           |                                       |                     |
| Emergency Response Program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Reproductive Health Program             |                      |                                         |                                    |                                     |                         |                |                            |                             |                       |                            |                           |                                       |                     |
| Foundational Standard                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Smoke-Free Ontario Program              |                      |                                         |                                    |                                     |                         |                |                            |                             |                       |                            |                           |                                       |                     |
| Health Protection Program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Speech-Language and Audiology Program   |                      |                                         |                                    |                                     |                         |                |                            |                             |                       |                            |                           |                                       |                     |

|                                                                                                                                          |                       |
|------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <b>Motion / Resolution: 19-2014</b>                                                                                                      |                       |
| THAT the interest rate for 2014 for overdue accounts be set at 1.25 percent per month, per Policy, Interest Charges on Overdue Accounts. | D. Squires<br>P. Ryan |

|                                                                                                                                                                      |                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <b>Motion / Resolution: 20-2014</b>                                                                                                                                  |                       |
| THAT the performance appraisal procedure for the Medical Officer of Health position be approved as an Appendix to Board of Health Policy, Medical Officer of Health. | P. Ryan<br>D. Squires |

|                                                                                                                                                                  |                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <b>Motion / Resolution: 21-2014</b>                                                                                                                              |                        |
| THAT the performance appraisal procedure for the Chief Executive Officer position be approved as an Appendix to Board of Health Policy, Chief Executive Officer. | P. Ryan<br>B. Thompson |

**9.6 Appointment of External Auditor – Mark Perrault, CEO**

The Health Unit is mandated to retain the services of the auditor of the largest obligated municipality (i.e., City of Kenora). There has been a change of auditor for the City of Kenora.

|                                                                                                                                                                                        |                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <b>Motion / Resolution: 22-2014</b>                                                                                                                                                    |                       |
| THAT the Board of Health for the Northwestern Health Unit appoints MNP (Meyers Norris Penny) as the Northwestern Health Unit’s external auditor for the year ending December 31, 2013. | D. Squires<br>P. Ryan |

**9.3 NWHU Consolidated Constitution: By-Law #1, Board of Health Constitution, Section 2.8, Recognition of Service**

Committee Chair Doug Squires conveyed the Committee’s recommendation to approve the proposed amendment that provides for Board members’ discretion to request that recognition of service funds be donated to a charity of their choice.

|                                                                                                                                                                                                                                                              |                       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <b>Motion / Resolution: 23-2014</b>                                                                                                                                                                                                                          |                       |
| THAT By-Law #1, Constitution of the Board of Health, section 2.8: Board Member Recognition of Service be amended as presented, to allow for departing members’ discretion to direct funds for their service award to an appropriate charity of their choice. | P. Ryan<br>D. Squires |

**9.7 Medical Officer of Health Position Recruitment Update – Doug Squires, Chair, Executive Committee**

An update on the successful recruitment process was provided. Committee Chair Doug Squires conveyed the Committee’s recommendation to approve the appointment of the successful candidate.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| <b>Motion / Resolution: 24-2014</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                 |
| <p>THAT the Board of Health for the Northwestern Health Unit appoints Dr. Kit Young Hoon to the position of permanent full-time Medical Officer of Health for the Northwestern Health Unit, effective April 1, 2014, with statutory and administrative responsibility and authority appropriate to the Medical Officer of Health position as directed in the <i>Health Protection and Promotion Act</i> (HPPA) and the Northwestern Health Unit's Job Description for the Medical Officer of Health; and pending approval of this appointment by the Minister of Health and Long-Term Care as directed by the HPPA, Part VI, s. 64;</p> <p>AND THAT the Northwestern Health Unit shall submit application to the Minister of Health and Long-Term Care to approve the proposed appointment of Dr. Kit Young Hoon to this position, effective April 1, 2014.</p> | <p>J. Albanese<br/>C. Baron</p> |

|                                                                                                                   |                                 |
|-------------------------------------------------------------------------------------------------------------------|---------------------------------|
| <b>Motion / Resolution: 25-2014</b>                                                                               |                                 |
| <p>THAT the verbal report of the Executive Committee meeting held January 10, 2014, be accepted as presented.</p> | <p>B. Thompson<br/>S. Smith</p> |

**10. APPOINTMENT OF 2014 BOARD CONTACT PERSON for Requests for Information Under Municipal Freedom of Information and Protection of Privacy Act**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| <b>Motion / Resolution: 26-2014</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                 |
| <p>THAT, for the year 2014 and in accordance with Northwestern Health Unit Policy, 'Freedom of Information Requests', the Board of Health appoints Julie Roy, Chair, as the Northwestern Health Unit's "Head of the Institution" for the <i>Municipal Freedom of Information and Protection of Privacy Act, 1989</i>;</p> <p>AND THAT all powers and duties of the "Head of the Institution" under the <i>Municipal Freedom of Information and Protection of Privacy Act, 1989</i>, be delegated to Mark Perrault, Chief Executive Officer.</p> | <p>S. Smith<br/>B. Thompson</p> |

**11. APPOINTMENT OF 2014 BANK SIGNING OFFICERS**

|                                                                                                                                                                                                                                                                                                                                                                                        |                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| <b>Motion / Resolution: 27-2014</b>                                                                                                                                                                                                                                                                                                                                                    |                                 |
| <p>THAT the Board of Health for the Northwestern Health Unit authorizes:</p> <p>Chair: Julie Roy<br/> Vice-Chair: Doug Squires<br/> Medical Officer of Health: Dr. James Arthurs<br/> Chief Executive Officer: Mark Perrault<br/> Human Resources Coordinator: Marilyn Herbacz</p> <p>to be a bank signing authority for the Northwestern Health Unit, effective January 17, 2014.</p> | <p>B. Thompson<br/>S. Smith</p> |

**12. aPHa WINTER SYMPOSIUM, FEBRUARY 20-21, 2014**

|                                                                                                                                                                                                                                                                                         |                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| <b>Motion / Resolution: 28-2014</b>                                                                                                                                                                                                                                                     |                         |
| THAT the following Board of Health members are authorized to attend the Association of Local Public Health Agencies (aPHa) Winter Symposium, February 20-21, 2014, in Toronto:<br>Julie Roy, Paul Ryan<br>Expenses for this conference will be covered by the Northwestern Health Unit. | S. Smith<br>B. Thompson |

**13. NON AGENDA ITEMS**

**13.1 Association of Local Public Health Agencies (aPHa) Board of Directors Meeting**

Julie Roy reported on the teleconference held January 14, 2014. Major discussion items included the Revised Accountability Agreement indicators for 2014; and the draft Risk Monitoring Tool. Health Units are providing feedback and input for both items. Discussions will continue at the face to face Board of Directors meeting, January 31, 2014, in Toronto.

**14. NEXT MEETING DATE**

**14.1 Board of Health 2014 meeting Schedule**

Meeting dates and locations for the 2014 Board of Health and Executive Committee meetings were set.

**Next Regular Meeting**

Date: Thursday, February 27, 2014 Start time: 8:30 a.m.

Location: Kenora City View office boardroom

**13. ADJOURNMENT**

The Chair adjourned the meeting at 2:05 p.m.

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

**CONFIRMED AS WRITTEN**

THIS ..... DAY OF .....2014

\_\_\_\_\_  
 CHAIR, BOARD OF HEALTH

\_\_\_\_\_  
 RECORDING SECRETARY