



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

MEETING MINUTES
Regular Board of Health Meeting
January 18, 2013
Dryden Holiday Inn Express Meeting Room

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**PRESENT:** Julie Roy, Chair  
Jim Belluz, Dennis Brown, Dave Canfield, Russ Fortier, Shayne MacKinnon, Paul Ryan,  
Doug Squires

**IN ATTENDANCE:**  
Dr. Jim Arthurs, Medical Officer of Health (MOH)  
Mark Perrault, CEO  
Dorothy Strain, Executive Assistant (Recorder)  
Alex Berry, Quality Improvement (QI) Officer

**REGRETS:** John Albanese, Bill Thompson

**1. CALL TO ORDER**

Meeting Chair Julie Roy called the meeting to order at 11:00 a.m.

**2. APPROVAL OF AGENDA**

Addition: Agenda #8, Report of Executive Committee  
- 8.7 Terms of Reference, Executive Committee: Membership to Committee

Agenda #14, Non Agenda Items  
- 14.1 Mileage Policy

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| <b>Motion / Resolution: 1-2013</b>                                                              |                      |
| THAT the Agenda for the Board of Health meeting dated January 18, 2013, be approved as amended. | P. Ryan<br>J. Belluz |

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

None was declared.

**4. MINUTES OF BOARD OF HEALTH MEETING, December 5, 2012**

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| <b>Motion / Resolution: 2-2013</b>                                                             |                      |
| THAT the Minutes of the Board of Health meeting held December 5, 2012, be approved as written. | J. Belluz<br>P. Ryan |

**5. BOARD OF HEALTH ELECTIONS**

**5.1 OFFICERS**

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

All Board of Health members were contacted regarding nominations for the election of Officers and membership to the Executive Committee for 2013 following the Board of Health meeting held December 5, 2012. Ballots were delivered to the Board Secretary on December 12, 2012.

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.

Two members consented to stand for election for the position of Vice-Chair: John Albanese, Doug Squires.

Three members consented to stand for election to the Executive Committee: John Albanese, Paul Ryan, Doug Squires

**5.1.2 Appointment of Chair of Election**

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

**5.1.3 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.

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| <b>Motion / Resolution: 3-2013</b>                                           |                      |
| THAT nominations for the position of Chair of the Board of Health be closed. | P. Ryan<br>J. Belluz |

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 2013.

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

John Albanese and Doug Squires consented to let their 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.

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| <b>Motion / Resolution: 4-2013</b>                                                |                         |
| THAT nominations for the position of Vice-Chair of the Board of Health be closed. | R. Fortier<br>J. Belluz |

Candidate Doug Squires addressed the Board of Health prior to the vote.

Ballots were distributed and a vote was conducted. The Chair of the Election declared Doug Squires to be Vice-Chair of the Board of Health for 2013.

**5.2 EXECUTIVE COMMITTEE**

**5.2.1 Report of Nominating Committee**

John Albanese, Paul Ryan, and Doug Squires consented to let their name stand for election to the Executive Committee.

**5.2.2 Call for Nominations: Membership of Executive Committee**

Per direction of By-Law #1, Constitution of the Board of Health, article 8.2, the Board of Health Vice-Chair is a member of the Executive Committee (and Committee Chair). The Chair of the Election directed that Doug Squire’s name be removed from the ballot.

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

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| <b>Motion / Resolution: 5-2013</b>                                    |                             |
| THAT nominations for membership to the Executive Committee be closed. | S. MacKinnon<br>D. Canfield |

The Chair of the Election declared that, there being only two candidates, the following are acclaimed to membership of the Executive Committee for 2012:

John Albanese  
Paul Ryan

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| <b>Motion / Resolution: 6-2013</b> |                            |
| THAT all ballots be destroyed.     | R. Fortier<br>S. MacKinnon |

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| <b>Motion / Resolution: 7-2013</b>                                    |                             |
| THAT the report of the Nominating Committee be accepted as presented. | S. MacKinnon<br>D. Canfield |

Julie Roy assumed the Chair of the meeting.

**6. PUBLIC HEALTH PROGRAMS**

**6.1 Medical Officer of Health Report – Dr. Jim Arthurs, Medical Officer of Health**  
*Reference # 2013-01-18-6.1*

**PURPOSE**

To report the activities, thoughts, reflections and goals of the Medical Officer of Health over the past year and to look forward into 2013.

**BACKGROUND**

Previous reports with focuses on change, accountability and the finalized strategic plan for 2013-16.

**LINK TO THE STRATEGIC PLAN**

To view the strategic plan as a living document that provides direction and goals for the 2013 New Year.

**DISCUSSION****Doing Things Differently and Are We Making a Difference**

This is the season for New Year's Resolutions. Whether any of us individually participate in this effort, we are all aware that most of these resolutions tend to get lost in our busy lives. In many ways the Northwestern Health Unit leadership, staff and Board of Health got off to a start toward this New Year about six months ago when a number of communications, ideas and planning discussions led to our new 2013-2016 strategic plan. To be sure, this plan is robust and will require great energy and thoughtful minds to make sure that we hold ourselves accountable to the plan's intent.

The Board of Health's first 2013 meeting will be our first opportunity to implement the new plan for reporting to the Board. There will be a pre-meeting educational session to go through the details of the process for creating individual programs' performance indicators and the measurement techniques necessary to show our progress of improvement over time. As part of the meeting agenda there will be two written reports on program activity, with connections to our strategic plan as well as performance measures towards Ministry indicators. Each will share thoughts on how we will be implementing plans to meet our long range goals. This type of Board education and program reports will continue throughout the year.

Fulfilling this promise to ourselves will make the first six months of 2013 very busy.

- January includes reports to Ministry and Healthy Smiles Ontario (HSO) officials regarding implementation of our Northern dental pilot project; presentations to the Rainy River District Municipal Association and to the Kenora District Municipal Association in the following weeks.
- February – we will focus on our 2013 budget, and also the Winter Symposium meeting of the Association of Local Public Health Agencies (ALPHA) in Toronto. I will be attending that meeting and also the American College of Preventive Medicine annual meeting the following week. The theme of that conference is "Population Health is Good Medicine: Improving the Health of People in the Community". There will be a large variety of sessions to attend that apply to the Northwestern Health Unit, e.g.: "Linking Primary Care to Public Health-Where Are We?" and "Educate the Young and Regulate the Old".
- March will be a preparation month for even busier months to follow.

- April will involve myself and several staff members at The Ontario Public Health Convention to which the Health Unit has been invited to present our involvement in providing dental care access to clients in need. All of the above come together April 15-17 when the Ontario Council on Community Health Accreditation (OCCHA) reviewers come to complete their three-year accreditation review. Later in the month is our scheduled All Staff Conference to be held in Dryden. We have confirmed that Public Health Ontario's CEO, Dr Vivek Goel, will be our keynote speaker. This Conference is a great opportunity to bring education and updates to the entire staff and Board of Health.
- I hope to spend some time visiting my sons in Seattle in early May.
- June will include presentation of our Public Health Report Card.

I am confident that our many teams of staff and leadership are up to this challenge. The new Program Leadership Council (PLC) is composed of all the current Northwestern Health Unit managers along with our Foundations team of new Quality Improvement (QI) and Planning Officers and our new epidemiologist. The PLC meets monthly, with alternating face to face and teleconference meetings, along with the Medical Officer of Health and CEO.

As with all new implementations, hopes and dreams, there are a few cautions to which we must pay attention. We must continue to improve our communications by making our expectations clear and precise. Team building begins and ends in trust. We must be careful what we ask for and continually strive to discover the truth. What is the question we are trying to answer? Where do we get the data? Not all data is valid and while epidemiological surveys and surveillance seek the truth, once we choose a numerator and denominator the rest is math and rarely changes the true answer. We must always be aware of unintended consequences that can occur in spite of great planning and understanding of the issue.

Most individual New Year's resolutions are built around healthy eating and increasing physical activity in order to improve health or remain healthy. This is our focus; but even they can be dampened by the consequences of self-image like the focus of measured weight and obesity. New technologies have become abundant in providing work efficiency but contribute to inactivity. This reminds me of the Hippocratic Oath, "Above all else-do no harm."

May all of us have a safe and productive New Year.

### **BUDGETARY IMPACT**

This report does not include any budgetary changes. Changes related to implementation of our strategic plan and potential changes related to new Foundations Officers will be included in the 2013 budget preparation.

### **APPENDIX**

Report to Medical Officer of Health of Lee-Ann Nalezty, retiring Epidemiologist (December 31, 2012).

### **RECOMMENDATION**

That the Board of Health accept this report.

## APPENDIX TO MEDICAL OFFICER OF HEALTH REPORT January 18, 2013

Report to Dr. Jim Arthurs  
Lee-Ann Nalezty, Epidemiologist  
December 31, 2012

Annual Report from Epidemiology: 2012

As a member of the Foundations Team, the Epidemiologist contributed information and support to special projects carried out by the Health Promotion Coordinator and CQI Coordinator.

Of importance was the release of the 2011 Census from Statistics Canada. While the usual information on population counts, age and sex, families and language has been released, income data normally in the Census will be released from the National Household Survey conducted in 2013.

During the year there were many requests for data to meet the needs of staff, such as injury data for the falls prevention program. In particular, was the concern over individuals in our area who suffer from addictions and how changes in drugs available to them would affect their drug use and overall health.

With the Sexual Health Program, we learned the importance of searching for data from more than one source and evaluating all data to identify the magnitude of an issue with which we are dealing to protect the health of clients. This work lead to an investigation of suicide rates in the northwest region. Along with data from the Coroner's Office we acknowledge that suicide is a major problem in the Northwestern Health Unit region (on- and off-reserve).

A summary of reproductive health indicators was completed for the Healthy Babies, Healthy Children program. Teen pregnancy and low breast feeding rates continue to be topics requiring education.

Following a review of dental caries in Dryden, we learned that fluoride continues to be the best population health intervention to prevent dental caries; yet, it is not the only strategy. In addition to fluoride, proper routine dental care and nutrition are necessary to prevent dental disease.

Results from the Youth Against Drugs initiative provided program staff with information to target health-related activities to youth in their own communities. The Northwestern Ontario Student Drug Use Survey (not a public document as yet) revealed similar information for the north region regarding smoking, alcohol and drug use. Almost ¼ of students from grade 7 to grade 12 reported at least one visit for mental health care in the past year. Visits for mental health care increased by grade. Results in 2009 are similar to Ontario.

We continue to participate with the RODS (*real-time outbreak and diseases surveillance*) surveillance system hosted by Kingston, Frontenac and Lennox and Addington Public Health

Unit. While activity was low for most of the year, we did receive alerts about the increased activity in emergency departments for respiratory disease and fever and influenza-like illness during December. All hospitals in our region, with the exception of one, report emergency data to the system.

An application has been made to access BORN (Better Outcomes Registry and Network, formally Ontario Perinatal Surveillance System). Access to this surveillance system provides maternal behavioural data that can be used to target health promotion activities.

The Research and Review committee was active in 2012 and produced a number of relevant procedures that are available on SharePoint. A total of 10 research and survey projects, and topics/activities submitted for ethical consideration, were reviewed by the Committee. Again, the Health Unit sponsored a Masters student from Lakehead University in the completion of a practicum experience. The research included community mobilization towards the prevention of falls in seniors.

In summary, work continues to be directed towards providing staff with the evidence to direct and/or support programs that benefit specific clients and in general all residents of Northwestern Health Unit region.

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Verbal Update – *Provided by Dr. Arthurs*

The service and contributions of Lee-Ann Nalezty, retiring Epidemiologist, were recognized. New Epidemiologist Dorian Lunny was welcomed.

Dr. Arthurs will present on behalf of the Northwestern Health Unit to the annual meetings of Rainy River District and Kenora District Municipal Associations (January 26, February 7-9).

Influenza Update: The US and southern Ontario have experienced intense outbreaks of seasonal influenza. The Ministry of Health and Long-Term Care has initiated regular teleconferences to update health units. Rates of confirmed cases in southern Ontario appear to have peaked. Northern Ontario rates are expected to continue to climb for several more weeks. Several long-term care facilities in the region have experienced outbreaks and were closed to visitors.

This year's influenza vaccine has turned out to be a good 'match' for the predominant seasonal influenza strain. Vaccine continues to be available in the Northwestern Health Unit catchment area and we are not anticipating shortages.

**6.2 Enforcement Program Report** – *Submitted by Submitted by Jennifer McKibbon, Manager, Enforcement*

*Reference # 2013-01-18-6.2*

The report will be retained on file.

Questions, Discussion:

Publication of charges laid under Smoke-Free Ontario Program: To date, identities have not been published. Discussion ensued regarding advantages to publishing convictions under the *Smoke-Free Ontario Act* and also the results of restaurant inspections.

**6.3 Chronic Disease & Injuries Program Report** - Submitted by Tanis Fretter, Manager,  
Chronic Disease & Injuries

Reference # 2013-01-18-6.3

The report will be retained on file.

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| <b>Motion / Resolution: 8-2013</b>                                         |                            |
| THAT the Report of the Medical Officer of Health be accepted as presented. | S. MacKinnon<br>D. Squires |

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| <b>Motion / Resolution: 9-2013</b>                            |                            |
| THAT the Enforcement Program Report be accepted as presented. | S. MacKinnon<br>D. Squires |

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| <b>Motion / Resolution: 10-2013</b>                                  |                          |
| THAT the Chronic Disease & Injuries Report be accepted as presented. | S. MacKinnon<br>D. Brown |

**7. CORPORATE ADMINISTRATION**

**7.1 Chief Executive Officer Report – Mark Perrault, CEO**

Reference # 2013-01-18-7.1

**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 a separate report, and of the activities of the Chief Executive Officer. This report will complement the separate finance report.

**Issue 1 – Health Planner**

**BACKGROUND**

At the last Board of Health meeting on December 5, 2012, the Board of Health approved three new COPE union positions of Health Planner which were to be placed on the Health Promotion Coordinator Grid. Correspondingly, three health promoter positions would be eliminated.

**LINK TO THE STRATEGIC PLAN**

These new positions were designed to implement the new strategic plan.

**DISCUSSION**

When these changes were brought to the union’s attention, they had concerns about the process of consultation and filed a grievance. Rather than delay for a month the negotiations for a new health planner position, we have proposed to keep the title of Health Promotion Coordinator and change the job description (which is the right of management) to reflect the activities we initially proposed for the health planners. We had proposed three health planner positions.

**BUDGETARY IMPACT**

None. The salary and benefits are identical.

**RECOMMENDATION**

That the Board of Health approve the renaming of the Health Planner position to Health Promotion Coordinator.

**Issue 2 – Ignace Office****BACKGROUND**

The Northwestern Health Unit has been co-located in the Mary Berglund Community Health Centre (MBCHC) since 1999. We have a very close working relationship with MBCHC, as many of our programs are compatible. The location on the outskirts of town is not ideal and it is both the Health Unit's and MBCHC's goal to move to a more central location, preferably together. The Health Unit embarked on its own search for suitable accessible space several years ago, with no success. Our current location, which is sublet to us by MBCHC who in turn leases it from the Ontario Realty Corporation (ORC), was given a huge rent increase (nearly double) which MBCHC cannot afford. The NW LHIN has given them extra funding for the next two years to cover the increase, with direction to MBCHC to find less expensive accommodations. I have participated in meetings with MBCHC and several prospective landlords, all of whom want as high or even higher rents than ORC.

**LINK TO THE STRATEGIC PLAN**

MBCHC is a valuable partner in Ignace.

**DISCUSSION**

The rents proposed by the ORC and by prospective landlords are far higher than any rents the Northwestern Health Unit currently pays per square foot. We do have a sub-lease agreement with MBCHC until December 31, 2014; but it appears they may move sooner, which will void our sub-lease. We also rent one office directly from the ORC on a month-to-month basis with a 90-day escape clause for both parties. They have not raised our rent yet.

**BUDGETARY IMPACT**

The potential cost if the ORC costs were to be passed down to the Health Unit would be approximately \$5000. The cost of moving our office by itself and with subsequent leasehold improvement would be up to \$50,000, plus any increase in rent. We do have the advantage of renting a very small space because we share a boardroom, washrooms and server room.

**RECOMMENDATION**

- That the Board of Health support the Northwestern Health Unit remaining with the Mary Berglund Community Health Centre;
- That the Board of Health support any lobbying efforts by MBCHC with regards to funding a new health centre or for financial support to allow it to remain in its current building.

**Verbal Update** – Mark Perrault, CEO

Office Update: Ignace office –Although the Health Unit has scouted potential sites for a separate office, there are overriding advantages to co-locating with MBCHC. Investigations for options continue.

Presentation to alPHA: The Northwestern Health Unit will be presenting to the Association of Local Public Health Agencies (alPHA) Winter Symposium, February 14-15, on our strategic planning process that incorporates a balanced scorecard.

All Staff Conference: In light of uncertain budget funding, management proposes to postpone the All Staff Conference scheduled for April 24-25, 2013. The time slot would be utilized for program and staff team meetings that are scheduled for other times of the year.

Service Awards: The process for recognition of service awards will be revised, to comply with current Canada Revenue Agency regulations. The changes will also provide cost savings.

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| <b>Motion / Resolution: 11-2013</b>                                      |                          |
| THAT the Report of the Chief Executive Officer be accepted as presented. | S. MacKinnon<br>D. Brown |

**7.2 Finance Report – Provided by Mark Perrault**  
Reference # 2013-01-18-7.2

The report was distributed to the meeting. Significant variances to November 30, 2012, were reviewed. The Ministry of Health and Long-Term Care ('Ministry') has not responded to date regarding the Health Unit's 2012 one-time funding submissions.

2013 Funding: The Ministry of Health and Long-Term Care's new funding model for 2013 was described. The Ministry's timeline for implementing the funding model and responding to health units' 2013 budget submissions is July 2013.

A briefing note for the Ministry's new funding strategy, prepared by Foundations Team staff, was distributed. The Health Unit's concerns for the proposed application of the Ontario Marginalization index to funding calculations were outlined and discussed with Board of Health members. The concerns will be communicated to the Ministry.

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| <b>Motion / Resolution: 12-2013</b>               |                        |
| THAT the Finance Report be accepted as presented. | D. Squires<br>D. Brown |

Board of Health members recessed at 12:35 p.m.  
Julie Roy called the meeting to order at 1:00 p.m.

**8. REPORT OF EXECUTIVE COMMITTEE MEETING, JANUARY 10, 2013**

Julie Roy, Committee Chair, provided a verbal report of the Committee's meeting held January 10, 2013.

Board of Health 2013 meeting dates: Julie Roy conveyed the Committee's recommendation that regular Board of Health meetings be scheduled on the fourth Friday of the month.

**8.1. Northwestern Health Unit 2013 Budget**

Budget preparation is underway. Staff are researching cost savings on all expenditure lines.

The Health Unit will be communicating our concerns to the Ministry of Health and Long-Term Care regarding their new funding formula.

Annual General Meeting: Julie Roy conveyed the Committee’s recommendation for the meeting to be held in July.

**8.2 Northwestern Health Unit Policies**

Mark Perrault reviewed proposed edits to Policies: *Return to Work* and *Hours of Work*.

Julie Roy conveyed the Committee’s recommendation to approve the proposed revisions.

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| <b>Motion / Resolution: 13-2013</b>                                                                                                           |                         |
| THAT revisions to Policy, Return to Work, be approved as presented. Revisions include renaming this Policy to: Return to Work – Stay at Work. | D. Brown<br>D. Canfield |

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| <b>Motion / Resolution: 14-2013</b>                                |                          |
| THAT revisions to Policy, Hours of Work, be approved as presented. | D. Canfield<br>J. Belluz |

**8.3 Terms of Reference, Executive Committee – Membership to Committee**

Julie Roy conveyed the Committee’s recommendation that membership to the Executive Committee be revised to a total of four members from current five members.

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| <b>Motion / Resolution: 15-2013</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                            |
| <p>THAT By-Law #1, Constitution of the Board of Health, be amended for membership to the Executive Committee to be revised to consist of a total of four members:</p> <p>(a) The Chair of the Board of Health<br/>                 (b) The Vice-Chair of the Board<br/>                 (c) <b>Two</b> members of the Board of Health, to be elected annually by the Board at the first Board of Health meeting of each year</p> <p>effective January 18, 2013. The following sections to be revised accordingly:<br/>                 - Article 15.2, Standing Committee – <i>Executive Committee</i><br/>                 - Appendix E, Terms of Reference for Executive Committee: Membership</p> | R. Fortier<br>S. MacKinnon |

Public Appointments to Board of Health: Julie Roy reported the Committee’s discussion regarding identifying a maximum number of public appointments to the Board of Health. This was referred for future discussion.

Association of Local Public Health Agencies (alPHa) Board of Directors: Discussion regarding a representative for the North West Region was referred to the Board’s March meeting.

Succession Planning and Coverage, CEO and MOH Positions: The Committee discussed provision of short-term coverage of the CEO position, and also a recruitment process for both positions. New Policies for the MOH and CEO positions will include processes for recruitment and succession planning. Timeline for draft Policies to be submitted for the Board’s review is May 2013.

Northwestern Health Unit Investments: An update regarding renewal of GICs that recently came due was provided.

**8.4 Interest Rates for Overdue Accounts**

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| <b>Motion / Resolution: 16-2013</b>                                                                                                      |                         |
| THAT the interest rate for 2013 for overdue accounts be set at 1.25 percent per month, per Policy, Interest Charges on Overdue Accounts. | J. Belluz<br>D. Squires |

**8.5 Application for 2013 Accreditation**

*Submitted by Alex Berry, CQI Coordinator*

*Report reference: 2013-01-18-8.3*

The report will be retained on file.

The Ontario Council on Community Health Accreditation requires board of health approval of a health unit’s application for accreditation. Julie Roy conveyed the Committee’s recommendation to approve the 2013 Application for Accreditation.

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| <b>Motion / Resolution: 17-2013</b>                                                                                                                                                                                                                                                                                                          |                            |
| THAT the Report, Application for Accreditation, be accepted as presented;<br><br>AND THAT the Board of Health for Northwestern Health Unit approves the 2013 Application for Accreditation as presented, for submission to the Ontario Council on Community Health Accreditation for a three-year accreditation term to commence April 2013. | D. Squires<br>S. MacKinnon |

**8.6 Smoke-Free Ontario Program Funding Agreement**

The 2012 funding agreement, previously approved by the Board of Health, has been extended for two additional years. Julie Roy conveyed the Committee’s recommendation to approve the extended funding agreement.

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| <b>Motion / Resolution: 18-2013</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                             |
| THAT the Board of Health for the Northwestern Health Unit approves the amended funding agreement for the Smoke-Free Ontario Initiative for the budget period January 1-December 31, 2012, in the total amount of \$291,700; and<br><br>funding in the total annual amount of \$291,700 for the budget periods January 1-December 31, 2013, and January 1- December 31, 2014,<br><br>for the following programs:<br><br>Tobacco Control Coordination:                   \$100,000<br>Protection and Enforcement:                   106,400<br>Prosecution :                                           5,300<br>Youth Tobacco Use Prevention:                   80,000<br><br>Full (100%) funding for the Smoke-Free Ontario Initiative is provided by the Ministry of Health and Long-Term Care, Health Promotion Division. | D. Canfield<br>S. MacKinnon |

**8.7 In Camera Session**

Board of Health members moved to an in camera session at 1:20 p.m.

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| <b>Motion / Resolution: 19-2013</b>                                                                                                                                                                                   |                          |
| THAT the Board of Health moves to an in camera session to discuss:<br>- <i>Personal matters concerning an identifiable individual, including municipal or Board employees: Non union salary grid &amp; pay equity</i> | R. Fortier<br>D. Squires |

Dorothy Strain left the meeting at 1:20 p.m.

Board of Health members moved out of the in camera session at 1:50 p.m.

Dorothy Strain re-joined the meeting at 1:50 p.m.

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| <b>Motion / Resolution: 20-2013</b>                                                     |                         |
| THAT the Board of Health moves out of the in camera session to resume regular business. | J. Belluz<br>R. Fortier |

The following motion arising from the in camera session was received:

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| <b>Motion / Resolution: 21-2013</b>                                                                                                                                                                                                               |                          |
| THAT the Board of Health for the Northwestern Health Unit approves the new 2013 non-union salary grid as presented, which includes new position titles and which has been adjusted for internal equity and pay equity, effective January 1, 2013. | J. Belluz<br>D. Canfield |

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| <b>Motion / Resolution: 22-2013</b>                                  |                         |
| THAT the report of the Executive Committee be accepted as presented. | S. MacKinnon<br>P. Ryan |

**9. APPOINTMENT OF 2013 BOARD CONTACT PERSON, FOR REQUESTS FOR INFORMATION UNDER *MUNICIPAL FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT***

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| <b>Motion / Resolution: 23-2013</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                           |
| THAT, for the year 2013 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> ;<br><br>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. | D. Squires<br>C. Canfield |

**10. APPOINTMENT OF 2013 BANK SIGNING OFFICERS**

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| <b>Motion / Resolution: 24-2013</b>                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                  |
| <p>THAT the Board of Health for the Northwestern Health Unit authorizes:<br/>                 Chair: Julie Roy<br/>                 Vice-Chair: Doug Squires<br/>                 Medical Officer of Health: Dr. James Arthurs<br/>                 Chief Executive Officer: Mark Perrault<br/>                 Finance Coordinator: Jacqui Bergman<br/>                 to be a bank signing authority for the Northwestern Health Unit, effective January 18, 2013.</p> | <p>S. MacKinnon<br/>                 P. Ryan</p> |

**11. alPHa WINTER SYMPOSIUM, FEBRUARY 14-15, 2013**

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| <b>Motion / Resolution: 25-2013</b>                                                                                                                                                                                                                                                                                                    |                                                 |
| <p>THAT the following Board of Health members be approved to attend the Association of Local Public Health Agencies (alPHa) Winter Symposium, February 14-15, 2013, in Toronto:<br/> <i>Chair, Julie Roy; alPHa Rep, Russ Fortier; John Albanese</i><br/>                 Expenses to be provided by the Northwestern Health Unit.</p> | <p>D. Canfield<br/>                 P. Ryan</p> |

**12. DISTRICT MUNICIPAL ASSOCIATIONS, 2013 AGMs**

**12.1 RRDMA Annual General Meeting, January 26, 2013**

**12.2 KDMA Annual Conference, February 7-9, 2013**

It was decided that the Board of Health Chair will not attend these events. Dr. Arthurs will be presenting to both events on behalf of the Northwestern Health Unit.

**13. 2013 MEETING DATES**

**February Board of Health meeting**

Date: Friday, February 22, 2013                      Start time: 8:30 a.m.  
 Location: Kenora Northwestern Health Unit (NWHU) City View office boardroom

**Executive Committee meeting**

Date: Friday, February 8, 2013                      Start time: 11:00 a.m.  
 Location: Kenora NWHU City View office boardroom

**March Board of Health meeting**

Date: Friday, March 22, 2013                      Start time: 8:30 a.m.  
 Location: Fort Frances NWHU office boardroom

Meeting dates and locations for the remainder of 2013 will be finalized at the Executive Committee meeting, February 8.

**14. NON AGENDA ITEMS**

**14.1 Mileage Policy**

Mark Perrault informed that Finance department staff were updated regarding Canada Revenue Agency's (CRA) regulations for provision of mileage for corporate travel. The Health Unit's procedures will be adjusted to be in accordance with CRA regulations.

**15. ADJOURNMENT**

Doug Squires adjourned the meeting at 1:50 p.m.

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

**CONFIRMED AS WRITTEN**

THIS ..... DAY OF .....2013

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CHAIR, BOARD OF HEALTH

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RECORDING SECRETARY