

**ALGOMA PUBLIC HEALTH - BOARD OF HEALTH MEETING
MINUTES**

JUNE 28, 2017 @ 5:00 pm

SAULT STE MARIE ROOM A&B 1ST FLOOR, APH SSM

PRESENT:

Board Members

Deborah Graystone
Ian Frazier
Sue Jensen

Adrienne Kappes
Candace Martin
Lee Mason

Dr. Heather O'Brien
Karen Raybould
Dennis Thompson

APH Executives

Dr. Marlene Spruyt
Justin Pino
Antionette Tomie
Laurie Zeppa
Sherri Cleaves
Christina Luukkonen

Medical Officer of Health/CEO
Chief Financial Officer
Director of HR and Corporate Services
Director of Community Services
Director of Clinical Services
Board Secretary

REGRETS:

Dr. Patricia Avery

Dr. Lucas Castellani

1.0 Meeting Called to Order

Mr. Mason called the meeting to order at 5:02pm.

Mr. Mason expressed the board's condolences to Dr. Avery and her family on their loss.

a. Declaration of Conflict of Interest

Mr. Mason called for conflicts of interest; none were declared.

2.0 Adoption of Agenda Items

2017-53 Moved: D. Graystone

Seconded: K. Raybould

THAT the Agenda items dated June 28, 2017 be adopted as circulated.

CARRIED

3.0 Adoption of Minutes

2017-54 Moved: H. O'Brien

Seconded: I. Frazier

THAT the Board of Health minutes for the meetings dated May 24, 2017 be adopted as circulated.

CARRIED

4.0 Delegations/Presentations

a. **Accountability Agreement indicators**

Dr. Spruyt presented to the Board on the 2016 Accountability Agreements Indicators. A copy of her presentation was provided in the agenda package. Dr. Spruyt highlighted the indicators that met the required targets and discussed various reasons for the un-met targets.

Questions were asked to the satisfactory of the Board.

5.0 Business Arising from Minutes: None

6.0 Reports to the Board

a. Medical Officer of Health and Acting Chief Executive Officer Report

Dr. Spruyt answered questions related to her report. A copy of her report was included in the agenda package.

A new dashboard for health protection indicators was created and added to the report. Performance indicators will be reported quarterly.

Discussion took place around the need for more bike lanes within the city limits and more off road trails.

Questions were asked regarding the new modernized standards that will be implemented in 2018. A Draft organizational chart was shared with staff in preparation for changes. No job losses will be a result of these changes.

2017-55 Moved: D. Thompson

Seconded: H. O'Brien

THAT the report of the Medical Officer of Health and Chief Executive Officer for the month of June 2017 be adopted as presented.

CARRIED

b. Financial And Audit Committee Report

i. Committee Chair Report

Mr. Frazier spoke to his report provided in the addendum package. The building assessment program has been delayed until 2018 or 2019. The F&A Committee feel that due to the young age of the building we are in a position that to wait to see if the assessment will be conducted through the Ministry of Child and Youth Services.

ii. Draft Financial Statements

Mr. Pino spoke to the financial statements provided in the agenda package.

F & A committee will review why professional development is in the program promotion expense line item.

2017-56 Moved: S. Jensen

Seconded: C. Martin

THAT the Finance and Audit Committee report for the month of June 2017 be adopted as presented; and

THAT the Draft Financial Statements for the Period Ending April 30, 2017 be accepted as presented.

CARRIED

iii. Insurance Broker Services

Mr. Pino spoke to the briefing note that was provided in the agenda package.

APH's Insurance policy is renewed annually in February. Insurance is excluded from the procurement policy. There is no cost saving by changing brokers as the insurance policy

itself would remain the same; the difference would be in the service provided by the broker themselves.

2017-57 Moved: A. Kappes
Seconded: S. Jensen

THAT the Board of Health approves providing a forum for interested brokers to present their service offerings to the Finance and Audit Committee for consideration.

CARRIED

iv. Proposed Ontario Building Code Fees

Mr. Pino spoke to the briefing note that was provided in the agenda package outlining the increased fees. The last increase occurred in 2015. New fees will take effect in 2018 with an increment increase over the next three years.

2017-58 Moved: K. Raybould
Seconded: I. Frazier

THAT the Board of Health approves and directs staff to implement the recommended Ontario Building Code Fee increases for the District of Algoma Health Unit for the 2018-2020 budget years inclusive.

PROPOSED FEE CHANGES	2017 Rate	2018 Rate (Proposed)	2019 Rate (Proposed)	2020 Rate (Proposed)
Class 2 - Greywater system (leaching pit)	\$250	\$250	\$250	\$275
Class 3 - Cesspool System	\$250	\$250	\$250	\$275
Class 4 - Leaching bed system (septic tank and leaching bed)	\$750	\$750	\$850	\$900
Class 4 - Tank replacement	\$300	\$300	\$325	\$350
Class 4 - Leaching bed replacement/alteration	\$500	\$500	\$550	\$600
Class 5 - Holding tank system	\$500	\$500	\$800	\$850
Sewage system demolition/decommissioning	\$100	\$100	\$125	\$150
Transfer of Permit	\$50	\$50	\$75	\$100
Revision of Permit (no inspection required)	\$100	\$100	\$100	\$125
Revision of Permit (inspection required)	\$250	\$250	\$300	\$325
File Request (copy of permit on file)				
▪ Greater than 5 days' notice	\$75	\$75	\$100	\$125
▪ Less than 5 days' notice	\$150	\$150	\$175	\$200

CARRIED

v. 02-05-065 – Algoma Board of Health Reserve Fund

Copies of the revised policy was provided in the agenda package. Minor changes to language.

2017-59 Moved: D. Graystone
Seconded: H. O'Brien

THAT the Board of Health approves the changes to policy 02-05-065 – Algoma Board of

Health Reserve Fund as presented.

CARRIED

- vi. Approved minutes April 19, 2017

A copy of the approved minutes from the April 19, 2017 meeting was provided in the agenda package.

c. Governance Standing Committee

- i. Committee Chair Report

Ms. Graystone spoke to her report that was included in the agenda package. A new dashboard was created and added to the MOH report. The committee has been reviewing bylaws and policies.

2017-60 Moved: I. Frazier

Seconded: A. Kappes

THAT the Governance Standing Committee report for the month of June 2017 be adopted as presented.

CARRIED

- ii. Bylaw Review

Copies of bylaws were included in the agenda package with the exception of Bylaw 06-02 which was included in the addendum package. Discussed the changes to the presented bylaws. A consistent numbering template to be used. Ms. Luukkonen to fix the numbering as requested.

2017-61 Moved: I. Frazier

Seconded: D. Thompson

THAT the Board of Health approves the following reviewed/revised By-Laws as presented.

- Bylaw 95-1 – To Regulate the Proceedings of the Board (Revised)
- Bylaw 95-2 – To Provide for Banking and Finance (Reviewed)
- Bylaw 95-3 – To Provide for the Duties of the Auditor of the Board (Revised)
- Bylaw 2015-01 – To provide for the Management of Property (Reviewed)
- Bylaw 06-01 – Sewage Systems Part 8 of the Ontario Building Code Act (Revised)
- Bylaw 06-02 – To Appoint a Chief Building Officer and Inspectors and to Establish a Code of Conduct (Revised)

CARRIED

iii. Evaluations

Revised policy and evaluation templates were provided in the agenda package. Dr. Spruyt will be adding a question regarding presentation topics for 2018.

2017-62 Moved: K. Raybould

Seconded: A. Kappes

THAT the Board of Health approves the changes to policy 02-05-055 – Board of Health Self Evaluation and the monthly meeting and annual self-evaluation evaluation templates as presented.

CARRIED

iv. Approved minutes from April 12, 2017

A copy of the approved minutes from the April 12, 2017 meeting was provided in the agenda package.

i.

7.0 New Business/General Business

8.0 Correspondence Items

All correspondence items were emailed to Board members previously as well as copies were included in their Board packages.

- a. Assessment of the Healthy Menu Choices Act
 - i. Letter to Minister Hoskins from Peterborough Public Health
- b. Federal Opioid Strategy
 - i. Letter to Minister Philpott from Peterborough
- c. Low Income Adult Dental Program in Ontario
 - i. Letter to Minister Hoskins from Leeds, Grenville & Lanark District Health Unit
- d. Personal Service Settings
 - i. Letter to Minister Hoskins from Elgin St. Thomas
- e. Municipal Levy Appointment
 - i. Letter to Minister Hoskins from Leeds, Grenville & Lanark District
- f. Smoke-free Clauses in the Standard Lease Under the Residential Tenancies Act
 - i. Letter to Minister Ballard from Middlesex-London Health Unit
- g. Anti-Contraband Tobacco
 - i. Letter to APH from City of Sault Ste. Marie
- h. Marijuana Controls under Bill 178, Smoke Free Ontario Act, 2016
 - i. Letter to Minister Hoskins from Elgin St. Thomas Public Health

9.0 Items for Information: None

10.0 Addendum

a. Infant Development Annual Reconciliation

2017-63 Moved: H. O'Brien

Seconded: I. Frazier

THAT the Board of Health receives and approves the Transfer Payment Annual Reconciliation for the Infant Development program as presented.

CARRIED

b. Finance and Audit Committee Chair Report (Attachment for item 6bi)

c. Bylaw 06-02 – Ontario Building Code Appointments (Attachment for item 6cii)

11.0 That the Board Go Into Committee @ 6:42 pm

2017-64 Moved: D. Graystone

Seconded: S. Jensen

THAT the Board of Health goes into committee.

Agenda Items:

- a. Adoption of previous in-committee minutes dated May 24, 2017
- b. Litigation or Potential Litigation
- c. Labour Relations and Employee Negotiations

CARRIED

12.0 That the Board Go Into Open Meeting @ 6:57pm

2017-66 Moved: D. Graystone

Seconded: D. Thompson

THAT the Board of Health goes into open meeting.

CARRIED

13.0 Resolution(s) Resulting from In-Committee Session - None

14.0 Announcements

Next Board Meeting:

September 27, 2017 at 5:00pm

Sault Ste. Marie, Room A, Sault Ste. Marie

15.0 THAT the Meeting Adjourn pm

2017-67 Moved: D. Graystone

Seconded: S. Jensen

THAT the Board of Health meeting adjourns.

CARRIED

Lee Mason, Chair

Christina Luukkonen, Secretary

Date

Date