

RENFREW COUNTY AND DISTRICT BOARD OF HEALTH

Regular Board Meeting

Tuesday, March 29, 2016

The regular Board meeting of the Renfrew County and District Board of Health was held in Pembroke at 10:04 a.m. with the following members present.

Present:

Mayor Janice Visneskie Moore	Chair
Ms. Carolyn Watt	Vice-Chair
Mayor Michael Donohue	Member
Mr. Wilmer Matthews	Member
Councillor Christine Reavie	Member
Mayor John Reinwald	Member
Ms. Marcia Timm	Member
Mr. J. Michael du Manoir	Member

Regrets:

Warden Peter Emon	Member
Mayor Jane Dumas	Member

Staff:

Dr. Kathryn Reducka	Acting Medical Officer of Health/Chief Executive Officer
Ms. Catherine Bloskie	Director, Corporate Services
Ms Marilyn Halko	Executive Assistant

1. Call to Order

Chair Janice Visneskie Moore called the meeting to order at 10:04 a.m.

2. Agenda Approval

A motion by Councillor Christine Reavie, seconded by Mr. Wilmer Matthews,

To approve the agenda with two additions under "New Business" of the following items: ii) alPHa General Meeting June 2016; and iii) By-Law 2016-01 brought forward by Resources Committee

Carried

3. Declaration of Conflict of Interest

No conflicts of interest were declared.

4. Staff Reports

Michael Grace, Acting Manager of Environmental Health Division gave program updates for the following three programs:

- i) Vector Borne Disease (WNV) Program – the health unit is actively involved in monitoring for WNV. Over a 10-week period, from June to August, 5 mosquito traps per week are placed in locations across the service area. There are 14 different areas tested. Contents from the traps are shipped to the service provider for testing. No positive results for WNV have been found in mosquito pools tested from Renfrew County and District, since the program's inception in 2002.
- ii) Eastern Equine Encephalitis (EEEV) – EEEV has been present in equine population in Ontario, since 1938. No human cases of EEEV have been reported in Ontario. Since 2009, no EEEV positive mosquitoes have been reported in Renfrew County and District.
- iii) Lyme Disease (LD) – LD is a tick-borne bacterial disease transmitted to humans through the bite of an infected blacklegged tick (*Ixodes scapularis*).

A tick that is positive for LD must be attached to a human for a minimum of 24 hours to transmit bacteria. Blacklegged ticks are sent to the Winnipeg lab for testing, to determine if they are LD positive. The turn-around time for testing is 10 to 12 weeks. In 2015 in the RCDHU area there were 2 positive tick submissions, from an exposure area outside of Renfrew County. Two positive ticks submissions were reported by the lab in 2014.

In Spring and Fall of 2016, tick dragging will begin in Renfrew County and District. Inspectors will wear protective clothing and drag a flannel sheet over an area for 3 hours to collect tick samples. The ticks attached to the sheet will be contained and sent to the lab for testing.

It was reported that it can be extremely difficult to diagnose Lyme disease. A clinical diagnosis from physicians is necessary. It is important for continued awareness of LD among health care providers of symptoms of LD.

A question was raised regarding the mosquito that carries the Zika virus. The mosquito that carries the virus is not the type of mosquito found here. Testing mosquitos for the Zika virus will probably not occur here.

Dave Tantalo – Coordinator, Environmental Health Division
Smoke Free Ontario Act (SFOA) and Electronic Cigarettes Act (ECA) – expand “no smoking” rules to apply to medical marijuana. No enforcement issues at this time.

Further, proposed expansion and amendments to SFOA and Ontario Regulation 48/06 for “no smoking” rules for medical marijuana would provide safeguards to employees, customers and bystanders from exposure to medical marijuana smoke.

Electronic Cigarettes Act, 2015 to regulate the sale, use, display and promotion of e-cigarettes. Public consultations are underway until April 24, 2016, regarding where to buy, use, display and promote e-cigarettes.

Smoke-Free Ontario – effective January 1, 2016, sales of certain flavoured tobacco products were banned and maximum fines for youth-related sales

offences were increased. It is expected that test shoppers under 19 will be used for e-substance enforcements. Vendors must abide by the similar regulations as for tobacco products. E-cigarette vendors aware that rules roll out throughout the year. Studies needed to determine if E substances are harmful. E-liquid refined into fluid for vaping may contain nicotine or herbal ingredients. E-substances will become federally regulated by Ministry of Health. Vaping lounges will no longer be legal as the proposed legislation will prohibit vaping in enclosed workplaces and public spaces.

Erin Vereyken, Health Promotion and Clinical Services Division, PHN, gave a report on Immunization Requirements for School Attendance Ontario's *Immunization of School Pupils Act* (ISPA) requires that parents of school age children provide documentation of immunization against the following designated diseases: tetanus, diphtheria, polio, pertussis, measles, mumps, rubella, meningococcal, and varicella. Exemptions from immunization requirements are allowed for medical reasons (i.e., prior immunity, or medical contraindication) or based on an affidavit of conscience or religious belief. Children for whom RCDHU does not have required immunization records or a valid exemption may be temporarily suspended from school.

Immunization Assessment, Notification and School Suspension Process
Phase 1 (September 2015 to March 2016) - Letters of notification were sent to parents of students in the Deep River area for whom the Health Unit did not have complete immunization records.

With the Syrian refugee crisis staff and CFB Petawawa possibly being an interim lodging site, staff required training in order to deal with various public issues related to refugees arriving. The Health Unit was preparing to deploy staff to the ILS for staff training, immunization, resources etc. , In early February CFB Petawawa was removed from the list of potential Interim Lodging Site (ILS) for Resettlement for Syrian refugees.

Phase 2 (April to June 2016) – Students in Deep River, Eganville, Cobden, Beachburg, Westmeath, Douglas, and Petawawa will receive *Final Suspension Notice* in early April. A *Suspension Order* will be included in the notice. Parent(s) will come in to effect April 27, 2016 for a period of 20 school days.

Students in Pembroke, Renfrew, Arnprior and Barry's Bay area schools will receive a *Final Suspension Notice* in early May. A *Suspension Order* will be included in the notice. Parent(s) will be informed that the suspension will come in to effect May 18, 2016 for a period of 20 school days.

A press release will be issued informing parents of immunization reminder notices and potential suspension notices.

Immunization records are entered by immunization nurses on-site on a live system called Panorama. Meanwhile, records sent to the health unit are also entered on Panorama. Immunization information may be missing if not forwarded from physician's offices.

Health Unit staff are working cooperatively with parents to update immunization

records, along with adding immunization clinics to avoid school suspension for students.

Kristi Withrow, Acting Coordinator for Health Promotion and Clinical Services Division provided the Board members with a Syrian Refugee Resettlement Update. In November and December of 2015, Dr. Carew provided the Board with updates. After learning that CFB Petawawa would not become an Interim Lodging Site (ILS) for Syrian refugees, privately sponsored Syrian refugee families became the focus of immunization information. Immunization consent forms have been translated into Arabic and services are accessed by the families when needed. Currently there are two families in Renfrew County and District, located in one located in Eganville and the other in Deep River. Sponsoring groups have connected with RCDHU.

Mayor Michael Donohue reported that a Syrian refugee family would soon be arriving in Renfrew.

i) Report from MOH

Provincial Audit Follow-up – The internal auditors were at the Health Unit from March 14 to 16, 2016. The report from the audit is expected to arrive in April 2016, with a summary of the factual findings. When a summary arrives it will be forwarded to the Governance Committee. The summary will list items in-compliance and not in-compliance. The initial audit began in 2012 and was sent to the Health Unit in 2014. The Follow-Up Audit is for the period of January 1, 2015 to December 31, 2015.

5. Committee Reports

- Mr. Wilmer Matthews, Chair of the Governance Committee reported that the procedural by-laws are a work in progress. Changes suggested include the following:
 - Page 6 - 7 iii) – include ordinary mail and email
 - Page 8 – change order of items on the agenda
 - Page 18 – 58. ii) Committee of the Whole Board shall be constituted as required.
 - The whole document needs to be formatted appropriately for print and electronic versions.

By-Law 14-01 was forwarded to the Governance Committee, for revision.

An invitation will be extended to delegations from Health links and Champlain LHIN to attend Regular Board of Health Meeting on November 29, 2016 after senior management has been hired.

Scott Quigley - Algoma and Governance presentation – tentative date – October 21, 2016 – special meeting 10:00 a.m.

A full-day training suggested, on governance leadership, led by Jim Nininger. Procurement by-law states that 3 written quotes are needed, requests for

workshop proposals including costs, will be sent to facilitators, including Dr. Nininger, with a tentative date of September 23, 2016 to be held as a special meeting.

Board Recruitment – chair send letter of replacement to Publically Appointed Secretariat (PAS). Recommended that board members be proactive and talk to people in their community and encourage them to apply through PAS. Gaps in current board member skill matrix are legal and IT. If board members know appropriate candidates who may be interested in their communities make them aware of the position and process to apply.

Board self-evaluation – would like completed by October 25, 2016 board meeting can be done electronically.

Committee Terms of Reference

A motion to approve by Councillor Christine Reavie and seconded by Ms. Carolyn Watt,

That Terms of Reference (TOR) for Governance Committee (with revision), Resources Committee, and Strategic Planning and Stakeholder Communication Committee be accepted.

Carried

Personnel Policies and Procedures sent to Resources Committee to review, with timeline March 2016 to November 2016. The binder of policies will be converted to an electronic document.

Motion by Mayor John Reinwald, seconded by Ms. Marcia Timm,

That the meeting go in to Committee as a Whole.

Carried

Motion Mayor Michael Donohue and seconded by Councillor Christine Reavie,

That the Committee now rise and report.

Carried

The Governance Committee and Dr. Reducka will schedule a teleconference with Four Corners and candidate(s) for MOH. The Governance Committee will bring recommendation to Board from meeting, prior to any offer made. A discussion will take place with the Board.

- Resources Committee, Mayor Michael Donohue, Chair – Discussion with Catherine Bloskie regarding functions during gap after her retirement before replacement Director of Corporate Services is hired. Scott Rosien and Dempsey declined to provide services. As RCDHU auditors they deemed this as a conflict of interest. Catherine Bloskie outlined some of the issues that may arise. She will be a resource going forward for labour issues to provide institutional memory until completion along with Lyn Harnden.

A request for an extension to complete quarterly reports from MOHLTC would likely be granted if requested. . Forms have not been released yet for the Q1 reporting or the yearly Settlement. For 2015 fiscal year, Scott Rosien and Dempsey should be able to complete from the information from the audited financial statements. There should not be a large time gap until hired Director of Corporate Service replacement is in place.

A draft for a lease with County of Renfrew was recommended to the Board of Health.

Work Plan for Resources Committee identified high and low priority. . Estimated funding requirements and development of a budget will be an important part of the committee's work.

The *Personnel Policies and Procedures* review was started in March will continue until November 2016. There have been recently mandated requirements such as sexual harassment and bullying issues but many policies have not been updated in over 2 years. It was the consensus of the Board to review.

A review of Board stipends will also be a priority..

- Ad hoc Hiring Committee, for the recruitment of Director of Corporate Services activity was reported by Dr. Reducka. The Templeman Consulting Group (TCGI) recruitment process outline is appended to these minutes. Advertisements have appeared in local newspapers. The job description for Director of Corporate Services has also been sent electronically to other health units. Terry Whyte of TCGI has received applications. The closing date for the posting is April 1, 2016

- Other

6. Delegations

- i) None

7. Correspondence

- i) aPHa Response to Patients First – representation on panel – input from rural health units

8. Minutes

- i) Minutes of Special Board Meeting February 8, 2016

A motion to by Ms. Carolyn Watt and seconded by Mr. Wilmer Matthews,

That the minutes of the Special Board Meeting held February 8, 2016 be approved.

Carried

- ii) Minutes of Regular Board Meeting of February 19, 2016

Motion by Mr. Wilmer Matthews and seconded by Mayor John Reinwald,

That the minutes be accepted as amended with attachments included with minutes.

Carried

9. **Business Arising**

- i) RCDHU proposal for an alPHa resolution on timing of report submissions to the Annual General Meeting

10. **New Business**

- i) *Accounts Payable*

A motion by Ms. Carolyn Watt, seconded by Mr. Wilmer Matthews,

That the schedule of accounts payable for Renfrew County and District Health Unit operations for the period February 12, 2016 – March 15, 2016 be approved for payment in the amount \$ 1,239,885.70.

Carried

- ii) alPHa 2016 Annual General Meeting – Mayor Janice Visneskie Moore asked for the approval of the Board to send 2 delegates to the general meeting – herself and MOH

- iii) By-Law-2016-01 – a By-Law to Authorize the Transfer of Funds to the Accumulated Reserve Funds of Renfrew County and District Health Unit. In 2012, it was suggested, for extraordinary cost or expenditure that an amount equal to 2 payrolls plus benefits be held in reserve. The By-law is needed to move the appropriate funds from the General Accounts to the Contingency Reserve Fund.

A motion by Ms. Carolyn Watt, seconded by Mr. Wilmer Matthews,

That By-Law 2016-01 be approved.

Carried

11. **Date of Next Meeting**

- i) April 22, 2016

After discussion, members reached a decision that the next regular Board of Health meeting will remain, as scheduled, for Tuesday, April 26, 2016 at 10:00 a.m. Vice-Chair Ms. Carolyn Watt will chair the meeting, in Chair Mayor Janice Visneskie Moore's absence.

12. **Adjournment**

A motion by Councillor Christine Reavie and seconded by Ms. Carolyn Watt,

That the meeting be adjourned.

Carried


Acting, MEDICAL OFFICER OF HEALTH


VICE CHAIR