

A regular meeting of the Board of Health for the North Bay Parry Sound District Health Unit was held on Wednesday, April 22, 2020, via teleconference. An audio live-stream of the proceedings was provided for the public.

PRESENT:

Nipissing District:

Central Appointee

Dave Butti

Central Appointee

Nancy Jacko

Central Appointee

Stuart Kidd

Central Appointee

Scott Robertson

Central Appointee

Tanya Vrebosch

Eastern Appointee

Dean Backer

South Eastern Appointee

Marianne Stickland

Western Appointee

Dan Roveda

Parry Sound District:

North Eastern Appointee

Blair Flowers

Western Appointee

Don Brisbane

Public Appointees:

Mike Poeta

ALSO IN ATTENDANCE:

Medical Officer of Health/Executive Officer

Dr. Chirico

Master of Public Health Student

Dr. Carol Zimbalatti

REGRETS:

RECORDER:

Management Administrative Assistant

Sheri Beaulieu

1.0 CALL TO ORDER

Nancy Jacko, Board of Health Chairperson, called the Board of Health meeting to order at 5:47 p.m.

2.0 APPROVAL OF THE AGENDA

The agenda for the April 22, 2020, Board of Health meeting was reviewed; correspondence received from the City of North Bay was added to the agenda. The following motion was read:

Board of Health Resolution #BOH/2020/04/01 *Stickland/Kidd

Be It Resolved, that the Board of Health Agenda, dated April 22, 2020, be approved, as amended.

The recorded vote was as follows:

Name:	For:	Against:
Dean Backer	x	

Name:	For:	Against:
Don Brisbane	x	
Dave Butti	x	
Blair Flowers	x	
Nancy Jacko	x	
Stuart Kidd	x	
Mike Poeta	x	
Scott Robertson	x	
Dan Roveda	x	
Marianne Stickland	x	
Tanya Vrebosch	x	

“Carried”

3.0 CONFLICT OF INTEREST DECLARATION

There were no conflicts of interest declared.

4.0 APPROVAL OF PREVIOUS MINUTES

4.1 Board of Health Minutes – February 26, 2020

The minutes from the Board of Health meeting held on February 26, 2020, were reviewed and the following motion was read:

Board of Health Resolution #BOH/2020/04/02 *Poeta/Butti

Be It Resolved, that the minutes from the Board of Health meeting held on February 26, 2020, be approved as presented.

The recorded vote was as follows:

Name:	For:	Against:
Dean Backer	x	
Don Brisbane	x	
Dave Butti	x	
Blair Flowers	x	
Nancy Jacko	x	
Stuart Kidd	x	
Mike Poeta	x	
Scott Robertson	x	
Dan Roveda	x	
Marianne Stickland	x	
Tanya Vrebosch	x	

“Carried”

5.0 DATE OF NEXT MEETING

Date: June 24, 2020

Time: To be determined

Location: To be determined

6.0 BUSINESS ARISING

There was nothing under Business Arising

7.0 REPORT OF THE MEDICAL OFFICER OF HEALTH

The Board was apprised that a letter from the City of North Bay that has been disseminated to all of the City’s agencies, boards, and commissions to keep the lines of communication open and assess what impact COVID-19 may have on their community partners. The Board of Health is one of the City’s agencies, boards, and commissions.

The Board was advised that Finance will be tracking all expenses related to COVID-19 in the event that those expenses are to be submitted to the Ministry of Health, as was the process with the H1N1 pandemic. This will be communicated to the City in response to their letter.

A verbal report from the Medical Officer of Health was provided to the Board. Specific questions from Board members concerning the COVID-19 pandemic were also addressed as part of the report.

The discussion included some of the following:

- A report to the Board on how staff and management are managing through these unprecedented times; morale has been good and staff are providing as many of the Health Unit’s services as we can along with addressing COVID-19-related work
- Messaging related to COVID-19 continues to be to encourage people to stay home as much as possible, practice good hand hygiene, and ensure physical distancing when they do have to go out
- The spread of the virus continues to be monitored closely locally, provincially, and nationally
- The communities need to be congratulated; the efforts taken by people to date are making a difference. There are some signs of the curve slowing in southern Ontario, however, there could potentially be a lag in the number of cases from the south to the north, so it is important not to open things up too quickly
- The numbers in the North Bay Parry Sound district continue to be some of the lowest in the province
- Continuing to be vigilant will be crucial for ensuring the safety of long-term care home and retirement home residents, as well as the vulnerable population

- Opening things back up to return to some sort of normality will need to be done in a phased-in approach while maintaining a watchful eye on the data to ensure that transmission is controlled and there is not a spike in the number of cases; flexibility in response will be needed
- COVID-19 testing is under the direction of the province and Ontario Health; testing has increased now that there is an increase in test kits and laboratory capacity
- Preferential testing will be done where needed (e.g. frontline workers); the directive remains that asymptomatic patients will not be tested, unless recommended by their health care provider
- The types of and uses of face coverings/masks was explained
- We continue to engage with our communities and are being transparent with our numbers
- While the Health Unit does not provide personal protective equipment (PPE) to community partners, we can put partners in touch with the appropriate area of the Ministry of Health and/or Ontario Health that are centralizing requests for PPE
- It was stressed that the public should not be relying on a vaccine; it could potentially be 1-2 years before a vaccine can be found, and it may only be effective for the short-term.
- There needs to be a parallel investment into treatment and medications for the coronavirus
- Physical distancing may very well be the new normal

Board members commended the entire management and staff of the Health Unit for the work they have been doing to fight COVID-19.

8.0 COMMITTEE REPORTS

8.1 Finance and Property Committee

A Finance and Property Committee meeting was held prior to the Board of Health meeting; the following motion was read:

Board of Health Resolution #BOH/2020/04/03 *Butti/Stickland

Whereas, on June 25, 2008, the Board of Health for the North Bay Parry Sound District Health Unit approved a municipal reserve fund be established; and

Whereas, on September 26, 2012, the Board of Health by resolution removed the cap from the municipal reserve; and

Whereas, on April 22, 2020, the Finance and Property Committee of the Board of Health reviewed the North Bay Parry Sound District Health Unit draft annual audited financial statements for the year-ended December 31, 2019.

Now Therefore Be It Resolved, that on the recommendation of the Finance and Property Committee the Board of Health for the North Bay Parry Sound District Health Unit approve the

transfer of funds from the Health Unit general account to the municipal reserve in the amount of \$266,234; and

Furthermore Be It Resolved, that on the recommendation of the Finance and Property Committee the Board of Health approve the North Bay Parry Sound District Health Unit audited financial statements for the year-ended December 31, 2019; and

Furthermore Be It Resolved, that the annual audited financial statements for the North Bay Parry Sound District Health Unit, which includes a note outlining the transactions of the municipal reserve fund for the year-ended December 31, 2019, be forwarded for member municipalities.

The recorded vote was as follows:

Name:	For:	Against:
Dean Backer	x	
Don Brisbane	x	
Dave Butti	x	
Blair Flowers	x	
Nancy Jacko	x	
Stuart Kidd	x	
Mike Poeta	x	
Scott Robertson	x	
Dan Roveda	x	
Marianne Stickland	x	
Tanya Vrebosch	x	

“Carried”

9.0 CORRESPONDENCE

Board of Health correspondence listed for the April 22, 2020, meeting is made available for review by Board members in the Board of Health online portal.

10.0 NEW BUSINESS

10.1 Board of Health Bylaws

With amendments to the *Municipal Act*, which effects boards of health, the *Board of Health Bylaws to Regulate the Proceedings of the Board of Health* were reviewed and any necessary revisions made.

The following motion was read:

Board of Health Resolution #BOH/2020/04/04 *Kidd/Poeta

Whereas, the Board of Health received and reviewed written notice on April 22, 2020, of the proposed revisions to the Board of Health Bylaws to Regulate the Proceedings of the Board of Health as follows:

Special Meetings

8. The Chairperson may, when circumstances dictate, convene a special meeting of the Board. In addition, any three (3) Board members by written communication to the Medical Officer of Health may initiate a special meeting.
 - a) The rules of notice for regular meetings do not apply,
 - b) When necessary the first order of business at that special meeting shall be approval of the special meeting by a majority of the Board, and
 - c) The minutes of such a meeting must be presented to the next regular Board meeting for approval.
 - d) The Board of Health may hold a special meeting to amend an applicable procedure bylaw for the purpose of section 238 (3.3) of the *Municipal Act, 2001*, during any period where an emergency has been declared to exist in all or part to the municipality (within the Board of Health's jurisdiction) under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*, and despite section 238 (3.1) of the *Municipal Act, 2001*, a member participating electronically in such a special meeting may be counted in determining whether or not quorum of members is present at any time during the meeting.

Tele/Videoconference Meetings

9. Any Board member may actively participate in an open meeting of the Board by means of conference telephone, electronic, or other communication facilities provided that:
 - a) The Board member shall not be counted in determining quorum (Section 238 (3.1) of the *Municipal Act, 2001*);
 - b) The Board member must not participate in closed sessions (Section 238 (3.2) of the *Municipal Act, 2001*).
 - c) The applicable procedure bylaw may provide that, during any period where an emergency has been declared to exist in all or part of a municipality (within the Board of Health's jurisdiction) under section 4 or 7.0.1 of the *Emergency Management and Civil Protection Act*,
 - i. Despite section 238 (3.1) of the *Municipal Act, 2001*, a member of a board of health or a committee of who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time; and
 - ii. Despite section (3.2) of the *Municipal Act, 2001*, a member of a board of health or a committee of can participate electronically in a meeting that is closed to the public

The rules for special meetings as outlined in Bylaw Section I, #8., shall be observed.

Chairperson

21. The Chairperson of the Board shall:

- a) Preside at all meetings of the Board,
- b) Represent the Board at public official functions or designate the Vice-Chairperson or another Board member to do so,
- c) Ensure the Board of Health fulfills its governance responsibilities and the Board of Health bylaws and policies are followed,
- d) Ensure the integrity of Board of Health process,
- e) Ensure all matters relevant to the Board of Health mandate are brought to the attention of the Board of Health for discussion,
- f) Be an ex-officio member of all Committees to which **he/she has they have** not been named a member. As an ex-officio member of a Committee, the Chairperson of the Board has the same rights as the other Committee members and is counted in determining if a quorum is present, but is not obligated to attend meetings of the Committee,

Auditor

26. The Auditor of the Board shall:

- a) Be a licensee under the *Public Accountancy Act*,
- b) Audit the accounts and transactions of the Board of Health,
- c) Perform such duties as are prescribed with respect to local Boards under the *Health Protection and Promotion Act*, the *Municipal Act*, and the *Municipal Affairs Act*,
- d) Perform such other duties as may be required by the Board that do not conflict with the duties prescribed as set out in Bylaw III, Clause 26(b),
- e) Have a right of access at all reasonable hours to all books, records, documents, accounts, and vouchers of the Board and is entitled to require from the Board and from the Medical Officer of Health such information and explanations as in **his/her their** opinion may be necessary to enable **him/her them** to carry out such duties as set out in Bylaw III Clause 26(b), and under the *Act*,
- f) Be entitled to attend any meeting of the Board and be heard at any such meeting that **he/she they** attends on any part of the business of the meeting that concerns **him/her them** as Auditor,
- g) Provide the Board with a management letter at the conclusion of the audit.

Legal Advisor(s)

27. The Legal Advisor(s) of the Board shall:

- a) Examine reports of the Board on request and to report whenever any matter contained herein is beyond the power of the Board or otherwise illegal,
- b) Advise the Board and Committees as to the legality of all matters considered or proposed to be considered by the said bodies of which **he/she they** shall have notice,
- c) Advise the Medical Officer of Health, Associate Medical Officer of Health, Directors/Interim Directors, Managers and staff regarding application and enforcement of public health

legislation, including but not limited to, the following statutes and their respective regulations or bylaws:

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- i. *The Act*
- ii. *Immunization of School Pupils Act*
- iii. *Municipal Tobacco Control Bylaws*
- iv. *Ontario Public Health Standards: Requirements for Programs, Services, and Accountability*
- v. ~~*Ontario Public Health Organizational Standards*~~

and on other legislation including but not limited to the following;

- vi. *Accessibility for Ontarians with Disabilities Act*
- vii. *Child Care and Early Years Act*
- viii. *Fluoridation Act*
- ix. ~~*Electronic Cigarettes Act*~~
- x. *Emergency Management and Civil Protection Act*
- xi. *Employment Standards Act*
- xii. *French Language Services Act*
- xiii. *Healthy Menu Choices Act*
- xiv. *Labour Relations Act*
- xv. *Mandatory Blood Testing Act*
- xvi. *Municipal Act*
- xvii. *Municipal Conflict of Interest Act*
- xviii. *Municipal Freedom of Information and Protection of Privacy Act*
- xix. *Occupational Health and Safety Act*
- xx. *Pay Equity Act*
- xxi. *Personal Health Information Protection Act*
- xxii. *Safe Drinking Water Act*
- xxiii. *Skin Cancer Prevention Act (Tanning Beds)*
- xxiv. *Smoke-Free Ontario Act, 2017*

Appointment of Board Members

29. The membership of the Board of Health shall consist of a maximum of 13 members, up to 3 of which are public appointees as per Section 49 (3) of the Act, and 10 of which are municipal appointees as per Section 49 (2) of the Act and as listed under O. Regulation 65/05 amending Regulation 559, Revised Statutes of Ontario 1990, under the Act.

Chairperson of Meeting

30. The Chairperson shall preside over the conduct of the meeting, including the preservation of good order and decorum, ruling on points of order, and deciding all questions relating to the orderly procedure of the meeting.

- a) If the Chairperson of the Board desires to leave the Chair for the purpose of taking part in the debate or otherwise, the Chairperson shall call on another member to fill his/her their place until he/she they resumes the Chair.

Points of Order

31. When a member desires to call attention to a violation of the rules of procedure, he/she they shall, rise and, without waiting for recognition, immediately address the Chairperson and state the point of order with a concise explanation and then not speak until the Chairperson has decided the point of order is well taken or the point of order is not well taken, stating briefly his/her their reasons which shall be recorded in the minutes:

- a) Unless a member immediately appeals to the Board, the decision of the Chairperson shall be final.
- b) If the decision is appealed, the Board shall decide the question by majority vote without debate and its decision shall be final.
- c) When the Chairperson calls a member to order, the member shall immediately cease speaking until the point of order is dealt with and he/she they shall not speak again without the permission of the Chairperson unless to appeal the ruling of the Chairperson.

Objection of the Result of a Vote

37. If a member disagrees with the announcement by the Chairperson of the result of any vote, he/she they must object immediately to the Chairperson's declaration and require that the vote be retaken and recorded.

Medical Officer of Health Absence or Inability to Act (Section 44)

- a) Pursuant to Subsection 69 (1) and (2) of the Act, where the office of the Medical Officer of Health of a Board of Health is vacant or the Medical Officer of Health is absent or unable to act and there is no Associate Medical Officer of Health of the Board or the Associate Medical Officer of Health of the Board is also absent or unable to act shall appoint forthwith a physician as Acting Medical Officer of Health who shall perform the duties and has the authority to exercise the powers of the Medical Officer of Health of the Board,
- b) Where necessary may appoint an Acting Medical Officer of Health in the short-term absence of the Medical Officer of Health/Associate Medical Officer of Health from one of the following health units, or by a qualified locum Medical Officer of Health, or by a physician previously approved by Board of Health resolution, to ensure that the statutory duties and powers of the Medical Officer of Health may continue to be fulfilled,:

Algoma Health Unit
Northwestern Health Unit
Porcupine Health Unit
Public Health Sudbury & Districts
Simcoe Muskoka District Health Unit
Thunder Bay District Health Unit
Timiskaming Health Unit

- f) Shall pass a motion naming and updating the roster of Acting Medical Officers of Health of the Health Units specified in bylaw 44 (e)

Eligibility for Appointment

45. No person is eligible for appointment as a Medical Officer of Health or an Associate Medical Officer of Health unless:

- a) He/she is They are a physician;
- b) He/she They possesses the qualifications and requirements prescribed by the regulations for the position; and
- c) The Minister approves the proposed appointment.

52. Pursuant to Section 67 (2) of the Act, the Medical Officer of Health has the authority to hire those staff members who are directly responsible to him/her them. It is further understood that there be a Board representative on the Selection Committee.

Now Therefore Be It Resolved, that the Board of Health approve the above noted revisions to the Board of Health Bylaws to Regulate the Proceedings for the Board of Health for the North Bay Parry Sound District Health Unit.

The recorded votes was as follows:

Name:	For:	Against:
Dean Backer	x	
Don Brisbane	x	
Dave Butti	x	
Blair Flowers	x	
Nancy Jacko	x	
Stuart Kidd	x	
Mike Poeta	x	
Scott Robertson	x	
Dan Roveda	x	
Marianne Stickland	x	
Tanya Vrebosch	x	

“Carried”

10.2 Board of Health Meeting Schedule

In accordance with section 18 of the Board of Health Bylaws, any revisions to the Board of Health meeting schedule that is set and approved at the start of the year is required by Board of Health resolution.

The following motion was read:

Board of Health Resolution #BOH/2020/04/04 *Butti/Stickland

Whereas, on April 7, 2020, the 2020 Board of Health Meeting Scheduled was revised; and

Whereas, on April 22, 2020, the Board of Health for the North Bay Parry Sound District Health Unit were provided for review the revised 2020 Board of Health Meeting Schedule as follows:

**NORTH BAY PARRY SOUND DISTRICT HEALTH UNIT
BOARD OF HEALTH 2020 MEETING SCHEDULE**

DATE	MEETING	TIME
<i>January 22</i>	<i>Finance and Property Committee Board of Health Meeting</i>	<i>5 – 7 p.m.</i>
<i>February 26</i>	<i>Personnel Policy, Employee and Labour Relations Committee Board of Health Meeting</i>	<i>5 – 7 p.m.</i>
<i>April 22</i>	<i>Finance and Property Committee Personnel Policy, Employee and Labour Relations Committee Board of Health</i>	<i>5 – 7 p.m.</i>
<i>June 24</i>	<i>Personnel Policy, Employee and Labour Relations Committee Board of Health</i>	<i>5 – 7 p.m.</i>
<i>September 23</i>	<i>Personnel Policy, Employee and Labour Relations Committee Finance and Property Committee Board of Health</i>	<i>5 – 7 p.m.</i>
<i>November 25</i>	<i>Board of Health</i>	<i>5 – 7 p.m.</i>
<i>December 2</i>	<i>Finance and Property Committee Board of Health</i>	<i>5 – 7 p.m.</i>
<i>January 27, 2021</i>	<i>Finance and Property Committee Board of Health</i>	<i>5 – 7 p.m.</i>

Now Therefore Be It Resolved, that in accordance with Section 18 of the Board of Health Bylaws, the Board of Health for the North Bay Parry Sound District Health Unit approve the revision to the 2020 Board of Health Meeting Schedule, as presented.

The recorded vote was as follows:

Name:	For:	Against:
Dean Backer	x	
Don Brisbane	x	
Dave Butti	x	
Blair Flowers	x	
Nancy Jacko	x	
Stuart Kidd	x	
Mike Poeta	x	
Scott Robertson	x	
Dan Roveda	x	
Marianne Stickland	x	
Tanya Vrebosch	x	

“Carried”

11.0 IN CAMERA

There was no in camera session.

12.0 ADJOURNMENT

Having no further business, the Board of Health Chairperson adjourned the Board of Health meeting at 6:38 p.m.

Original Signed by Nancy Jacko

2020/06/24

Chairperson/Vice-Chairperson

Date (yyyy/mm/dd)

Original Signed by Sheri Beaulieu

2020/06/24

Sheri Beaulieu, Recorder

Date (yyyy/mm/dd)