



Minutes of the Board of Health Regular Meeting  
 Thursday, January 23, 2020  
 Room C  
 25 Johnston Street, Smiths Falls  
 4:00 p.m. – 6:30 p.m.

Present:

Doug Malanka, Chair	Toni Surko
Candace Kaine, Vice Chair	Anne Warren (teleconference)
Bill Dobson	
Jeff Earle	Regrets: Ray Young
Peter McKenna	
Sherryl Smith	Paula Stewart, Medical Officer of Health
Doug Struthers	Heather Bruce, Executive Assistant

Paul Armstrong, IT Supervisor - QCIS	Jane Hess, Director - HLD
Cathy Del Mei, Manager - HLD	Rebecca Kavanagh, Manager - HLD
Jackie Empey, Business Manager - OMOH	Jane Lyster, Director - CHP
Claire Farella, Manager - CHP	Brian Vermeulen, Finance and Property Manager - OMOH
Shani Gates, Director - QCIS	Michelle Foote, Public Health Resident - OMOH

**1. Call to Order**

Doug Malanka called the meeting to order at 4:00 p.m. and welcomed everyone. Regrets were received from Ray Young and Anne Warren is joining the meeting by teleconference.

**2. Traditional Land Acknowledgement Statement**

Doug Malanka read the Traditional Land Acknowledgement Statement.

**3. Approval of the Agenda**

The agenda items were reviewed. Update on coronavirus was added to the agenda. Bill Dobson and Peter McKenna will bring forward membership on the Board at the next meeting.

*Motion: That the agenda of the January 23, 2020 Regular Meeting be approved as amended.  
 Motion Carried.*

Paula Stewart introduced Brian Vermeulen the new Finance and Property Manager, who will replace Jackie Empey when she retires.

**4. Conflict of Interest Declaration**

None declared.

#### **4.1. Conflict of Interest Form**

The Conflict of Interest Form was circulated to members for signature.

#### **5. Consent Agenda**

*Motion: That the following items on the consent agenda be approved as circulated:*

5.1. *Approval of the Minutes from the Board of Health Regular Meeting held on November 21, 2019*

5.2. *General Correspondence*

5.3. *MOH/CEO Duty of Care Report*

5.4. *Governance and Quality Assurance Committee Duty of Care Report*

5.5. *Governance and Quality Assurance Committee Report*

5.5.1. *V-155-0 – Role of the Board/Public Appointments to Boards of Health*

5.5.2. *V-35-0 – Minutes – Board, Committees*

5.5.3. *V-105-0 – Announcements*

5.5.4. *V-135-0 – Orientation of Board Members*

5.5.5. *V-215-0 – Board Code of Conduct*

5.6. *2020 Board of Health Workplan*

*Motion Carried.*

#### **6. Annual Meeting Requirements:**

##### **6.1. Chair's Report**

Doug Malanka gave an update on Board of Health accomplishments for 2019. (Appended)

##### **6.2. Nomination Report from the Governance and Quality Assurance Committee**

Sherryl Smith read the slate of nominees for the positions of Chair and Vice Chair.

Chair: Doug Malanka

Vice Chair: Candace Kaine

The question was raised if there were any nominations from the floor for the position of Board Chair. Seeing none, Doug Malanka is proclaimed Chair, Board of Directors.

The question was raised if there were any nominations from the floor for the position of Vice Chair. Seeing none, Candace Kaine is proclaimed Vice Chair, Board of Directors.

This ends the election of officers.

Candace Kaine and Doug Malanka thanked everyone for their support and members congratulated them.

### **6.3. Appointment of Signing Officers**

*Motion: That the signing officers for the Corporation of the Leeds, Grenville and Lanark District Health Unit for the year 2020 are as follows:*

*Medical Officer of Health – Dr. Paula Stewart*

*Business Manager – Jackie Empey/Brian Vermeulen*

*Chair – Doug Malanka*

*Vice Chair – Candace Kaine*

*Director – Shani Gates*

*Motion Carried.*

### **6.4. Borrowing Limit**

*Motion: That the Medical Officer of Health or Business Manager together with any one of the Chair or Vice Chair are hereby authorized and empowered to borrow from RBC Royal Bank on behalf of the Corporation of the Leeds, Grenville and Lanark District Health Unit from time to time as may be required by way of overdraft not exceeding in all at any one time the sum of three hundred and fifty thousand dollars (\$350,000).*

*Motion Carried.*

### **6.5. Appointment of Auditor**

*Motion: That Allan and Partners LLP be appointed auditor for the Corporation of the Leeds, Grenville and Lanark District Health Unit for the year 2020.*

*Motion Carried.*

### **6.6. Annual Report (Presentation)**

A power point presentation on the 2019 year in review and 2020 priorities was given. Four examples were given of the type of work being done with the community and health care providers – Influenza Preparation, Baby Friendly Initiative, Municipal Collaboration, and Workshop with Local Food Producers. Paula Stewart reviewed the 2018 Community Annual Report with board members. The plan going forward is to prepare the yearly Annual Report in June of each year after the Audited Financial Report.

## **7. New Business:**

### **7.1. Land Control Budget**

The Revenue for the Land Control Program is expected to increase concomitant with the fee increase that went into effect in August 2019. No increase in fees is proposed for 2020.

*Motion: That the Board of Health approve the 2020 Land Control Budget in the amount of \$514,673*

*And That: The Board of Health approve the use of the Land Control Reserve to fund the cost of certification for two Public Health Inspectors (up to \$3,000).*

*Motion Carried.*

### **7.2. Report on Public Health Modernization**

*Motion: That the Report on Public Health Modernization be approved in principle for submission to the ministry.*

*Motion Carried.*

The province is holding regional meetings across Ontario. Our Health Unit along with Hastings Prince Edward and KFL&A are invited to attend a consultation on Wednesday, February 5, 2020 in Glenburnie at the Frontenac County offices. MOH's, Directors and all Board members have been invited.

*Action: Heather Bruce will send information to board members regarding the consultation.*

Dr. Michelle Foote gave a power point presentation with the themes from the Health Unit's consultation process with Board, management and staff on the questions in the Ontario Ministry of Health Discussion Document: Public Health Modernization. Dr. Paula Stewart reviewed the Report she prepared on the LGLDHU Response to the questions raised in the Discussion Paper: Public Health Modernization.

The Board suggested changes to the Report prepared by Dr. Stewart on the LGLDHU Response to the Discussion Paper: Public Health Modernization.

*Action: Board members to let Paula Stewart know if there are additional suggestions for the LGLDHU Response to the Discussion Paper: Public Health Modernization. A revised draft will be shared with Board Chair and Vice-Chair and they will approve the final report to be submitted to the Ministry of Health by Feb. 10, 2020.*

### **7.3. Attendance at alPHa Conference**

The alPHa Conference is being held in Toronto February 20-21, 2020. Board members attending will be Candace Kaine, Sherryl Smith, Doug Malanka and Peter McKenna. Michelle Foote and Shani Gates will also attend. If further members wish to attend please let Heather Bruce know.

### **7.4. Update on Coronavirus**

Public health is mobilizing to respond to the new 2019 coronavirus that surfaced in Wuhan, China in December 2019. It is a respiratory disease spread through close contact with droplets from cough or sneezing of people who are sick with the virus. Some people have mild symptoms and other people have pneumonia with some dying. The Ministry of Health has made 2019 n-CoV a reportable disease to facilitate the work of local public health. Information has been sent to local partners and healthcare providers.

## **8. Time, Date and Location of Next Meeting:**

- Thursday, February 27, 2020 at 4:00 p.m. by videoconference.

## **9. Adjournment**

*Motion: That the meeting adjourned at 6:30 p.m.*

*Motion Carried.*

\_\_\_\_\_  
Doug Malanka, Chair

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Date

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Heather Bruce, Executive Assistant

\_\_\_\_\_  
Date

c: Board members