

MINUTES

Northeastern Public Health Board of Health

Special Meeting held on January 1, 2025 at 1:00 PM

Microsoft Teams

1.0 **ROLL CALL**

Board of Health Members

Michelle Boileau	City of Timmins
Andrew Marks	City of Timmins
John Curley	City of Timmins
Mark Wilson	Temiskaming Shores
Jeff Laferriere	Temiskaming Shores
Carol Lowery	Rural South: Armstrong, Brethour, Casey, Cobalt, Coleman, Harley, Harris, Hilliard, Hudson, Kerns, Latchford, Temagami, Thornloe
Paul Kelly	Rural Central South: Charlton & Dack, Chamberlain, Englehart, Evanturel, Gauthier, James, Larder Lake, McGarry, Matachewan
Gary Fortin	Kapuskasing
Marc Dupuis	Rural North: Fauquier-Strickland, Hornepayne, Hearst, Mattice Val Cote, Moonbeam, Opasatika, Val Rita Harty
Casey Owens	Kirkland Lake
Cindy Marks-Campbell	Provincial Appointee
Suzanne Perras	Provincial Appointee
Cathy Dwyer	Provincial Appointee
Todd Steis	Provincial Appointee
David Lowe	Provincial Appointee
Curtis Arthur	Provincial Appointee

Regrets

Peter Politis	Cochrane, Smooth Rock Falls
Tory Delaurier	Rural Central North: Iroquois Falls, Black River Matheson

Northeastern Staff Members

Dr. Lianne Catton	Acting Medical Officer of Health/Chief Executive Officer
Dr. Glenn Corneil	Former THU Acting Medical Officer of Health/CEO
Randy Winters	Director of Corporate and Protection Services
Rosa Montico-Reimer	Director of Finance
Lori McCord	Executive Assistant
Rachelle Cote	Executive Assistant

Member of the Public

Savion Nakogee

1.1 **CALL TO ORDER:** the meeting was called to order at 1:15 pm.

1.1.1 **INTRODUCTION OF GUESTS, BOH MEMBERS, STAFF**

Dr. Catton briefly introduced all the meeting participants. More fulsome introductions to follow at the next regular meeting.

1.2 **APPROVAL OF AGENDA**

MOTION #01-S-2025

Moved by: Marc Dupuis

Seconded by: Michelle Boileau

Be it resolved that the agenda for the Board of Health for the Northeastern Health Unit be approved.

CARRIED

1.3 **ELECTION OF OFFICERS**

1.3.1 **ELECTION OF CHAIR**

Michelle Boileau was nominated by Jeff Laferriere, seconded by Gary Fortin. Mrs. Boileau accepted the nomination.

MOTION #02-S-2025

Moved by: Jeff Laferriere

Seconded by: Suzanne Perras

Be it resolved that Michelle Boileau be Chair of the Board of Health for the Northeastern Health Unit for the year 2025.

CARRIED

1.3.2 **ELECTION OF VICE-CHAIR**

Mark Wilson was nominated by Jeff Laferriere, seconded by John Curley. Mr. Wilson accepted the nomination.

MOTION #03-S-2025

Moved by: Andrew Marks

Seconded by: Todd Steis

Be it resolved that Mark Wilson be Vice-Chair of the Board of Health for the Northeastern Health Unit for the year 2025.

CARRIED

1.4 **DECLARATION OF PECUNIARY INTEREST AND GENERAL NATURE**

None declared.

1.5 APPOINTMENT OF MEDICAL OFFICER OF HEALTH/CHIEF EXECUTIVE OFFICER**MOTION #04-S-2025**

Moved by: Suzanne Perras

Seconded by: Jeff Laferriere

Be it resolved that the Board of Health for the Northeastern Health Unit appoint Dr. Lianne Catton as the ACTING Medical Officer of Health for the Northeastern Health Unit in accordance with section (62) of the *Health Promotion and Protection Act*, until approval from the Minister of Health as the permanent MOH.

And further, that a copy of this resolution be immediately forwarded to the Minister of Health for approval of the appointment of Dr. Lianne Catton as Medical Officer of Health for Northeastern Health Unit.

CARRIED

1.6 RECORDING SECRETARY**MOTION #05-S-2025**

Moved by: Cathy Dwyer

Seconded by: Casey Owens

Be it resolved that the Board of Health for the Northeastern Health Unit approves both Executive Assistants to the Medical Officer of Health/Chief Executive Officer to be Recording Secretaries for the Board of Health.

CARRIED

2.0 PREVIOUS MINUTES

None to be approved.

3.0 CORRESPONDENCE

None to be approved.

4.0 AGENDA ITEMS FOR INFORMATION, DISCUSSION, DECISION**4.1 MEDICAL OFFICER OF HEALTH/CHIEF EXECUTIVE OFFICER REPORT**

Dr. Catton provided a verbal update related to the merger and other business items. Many time sensitive merger items have been implemented since the final approvals under one month ago. This includes the implementation of the Northeastern Public Health (NEPH) email for all staff; an interim NEPH website, referring back to the legacy PHU and THU websites; payroll systems to ensure everyone is paid January 9; provincial and other agreement transfers of both entities; and ongoing change management support of the teams. There is a communications plan starting today

that includes notices of the merger on PHU and THU websites and social media platforms; a letter to all partners across the region and a media release is ready for Monday January 6th, and will include a quote from the Board Chair. The key messages being shared include that the merger is now official and although PHU and THU no longer exist, people will still see documents that refer to PHU and THU, we are all NEPH; as well as reassurances that offices, staff contacts, programs and services are all remaining the same. Staff support with change management expertise; program and team integration; work on branding etc. are all ongoing. A more fulsome report will follow at the next regular meeting.

4.1.1 **INTERIM LEADERSHIP ORGANIZATIONAL CHART**

An interim leadership organizational chart was provided for information purposes. The final NEPH Leadership Structure has been developed with great care and consultation both internally and externally over the past several months. It includes directors and managers and reflects the structure seen at most health units and will enhance efficiencies and effectiveness at the leadership level. Dr. Catton advised that all non-union staff received a formal letter providing assurance of their position transfer to NEPH. New job descriptions and contracts will follow at a later date. While the merger is expected to create efficiencies, the Board was reminded that the merger process was not for cost savings nor to reduce job positions. The Ministry initiative and approval, which both prior boards agreed to is to strengthen public health, and that any savings would be reinvested into local public health. Once the leadership team is in place the final leadership organizational chart will be shared with the Board. All three collective agreements remain in place, as do all current unionized staff. There is ongoing consultation with legal services to proceed with the Public Sector Labour Relations Transition Act (PSLRTA) process. Dr. Catton will continue to provide regular updates to the Board.

4.2 **BOARD OF HEALTH MERGER WORKING GROUP REPORT**

A report was provided in the information package for information purposes, and Sue Perras spoke to the work of the Board of Health Merger Working Group.

4.3 **BOARD OF HEALTH BYLAWS**

For strong governance, the following bylaws were reviewed by the Board of Health Merger Working Group and by legal consultation services and recommended for approval:

- 4.3.1 Bylaw: Conduct of the Affairs
- 4.3.2 Bylaw: Banking and Finance
- 4.3.3 Bylaw: Management of the Property

MOTION #06-S-2025

Moved by: Suzanne Perras

Seconded by: Jeff Laferriere

Be it resolved that the Board of Health for the Northeastern Health Unit approves the

Board of Health Bylaws as presented.

CARRIED

4.4 **BOARD OF HEALTH POLICIES**

The following policies were reviewed by legal consultation services and recommended for approval. *Note: the Procurement Policy will require some updates in the future (adjustments to amounts and names).*

- 4.4.1 Board Member Code of Conduct
- 4.4.2 Board Member Confidentiality
- 4.4.3 Conflict of Interest
- 4.4.4 Delegation of Powers and Duties (MOH/CEO)

- 4.4.5 Electronic Participation – Board Meetings
- 4.4.6 Board Orientation and Continuing Education
- 4.4.7 Accountability and Transparency
- 4.4.8 Procurement Policy

MOTION #07-S-2025

Moved by: Andrew Marks

Seconded by: Todd Steis

Be it resolved that the Board of Health for the Northeastern Health Unit approves the Board of Health Policies as presented.

CARRIED

4.5 **FINANCE COMMITTEE**

Both entities had a standing committee in place which the planning group agreed to reinstate moving forward. An email will follow for members to express their interest. The following item was recommended for approval:

4.5.1 **Standing Committee**

MOTION #08-S-2025

Moved by: Cindy Marks-Campbell

Seconded by: Jeff Laferriere

Be it resolved that the Board of Health for the Northeastern Health Unit approves the Board of Health Standing Committee – Finance Committee.

CARRIED

4.5.2 **Terms of Reference**

The Board of Health for the Northeastern Health Unit received the draft Terms of Reference for the Finance Committee for information purposes.

4.6 **BOARD OF HEALTH REMUNERATION - SCHEDULE**

Mr. Curley requested to table the motion until the NEPH budget is approved. The motion was not considered due to no seconder.

MOTION #9-S-2025

Moved by: Paul Kelly

Seconded by: Curt Arthur

Be it resolved that the Board of Health for the Northeastern Health Unit approves the Board of Health remuneration schedule proposed and directs the MOH/CEO to draft the corresponding policy.

CARRIED

4.7 SEWAGE SYSTEM – FEE SCHEDULE

MOTION #10-S-2025

Moved by: Andrew Marks

Seconded by: Mark Wilson

Be it resolved that the Board of Health for the Northeastern Health Unit approves the Sewage System Fee schedule proposed and direct the MOH/CEO to draft the corresponding policy.

CARRIED

4.8 SIGNING AUTHORITY

MOTION #11-S-2025

Moved by: Cathy Dwyer

Seconded by: Casey Owens

Be it resolved that the Board of Health for the Northeastern Health Unit approves signing authorities to include the MOH/CEO; Director of Finance; Director of Corporate Services; Chair of the BOH; Vice-Chair of the BOH; Chair of the Finance Committee.

CARRIED

4.9 APPOINTMENT OF AUDITORS

MOTION #12-S-2025

Moved by: Jeff Laferriere

Seconded by: Andrew Marks

Be it resolved that the Board of Health for the Northeastern Health Unit approves KPMG LLP as the auditors for 2025.

CARRIED

Dr. Catton thanked Dr. Corneil, Mr. Winters and Mrs. Montico-Reimer for attending the meeting. The named staff members left the virtual meeting at 2:14 pm.

5.0 CLOSED SESSION

The Board of Health went into a closed session at 2:14 pm.

MOTION #13-S-2025

Moved by: Cindy Marks-Campbell

Seconded by: Suzanne Perras

Be it resolved that the Board of Health for the Northeastern Health Unit moves to closed session as outlined in the Ontario Municipal Act: (d) labour relations or employee negotiations, to consider the Medical Officer of Health / Chief Executive Officer contract.

CARRIED

Mr. Dupuis left the virtual meeting at 2:22 pm.

6.0 RISING AND REPORTING OF CLOSED SESSION

The Board of Health rose from the closed session at 2:29 pm.

MOTION #14-S-2025

Moved by: Paul Kelly

Seconded by: Andrew Marks

THAT the Board of Health Merger Working Group rise with report.

6.1 EMPLOYMENT CONTRACT**MOTION #15-S-2025**

Moved by: David Lowe

Seconded by: Jeff Laferriere

THAT the Board of Health for the Northeastern Health Unit approve the recommendation to execute the Medical Officer of Health/CEO Employment Contract.

CARRIED

7.0. DATES OF NEXT MEETINGS

Dr. Catton proposed to hold the next Board of Health meeting on January 30, 4 pm. Most meetings will continue to be held virtually with some in-person opportunities throughout the year. Will also look to hold a hybrid format where some are attending in person in the City of Timmins and New Liskeard and the others attending virtually. A few rotating locations in Timiskaming ma also be assigned. A proposed meeting dates schedule to be distributed at a later date.

Orientation sessions: Chair Boileau discussed upcoming sessions which will be important for everyone to attend, and the potential for a full day retreat.

8.0 ADJOURNMENT**MOTION #16-S-2025**

Moved by: Andrew Marks

Seconded by: Gary Fortin

Be it resolved that the meeting adjourn at 2:38 pm.

CARRIED



January 30, 2025

Michelle Boileau, Board Chair

Lori McCord, Recorder, Rachelle Cote, Recorder