



**BOARD OF HEALTH FOR THE  
NORTHWESTERN HEALTH UNIT**

MINUTES of the Regular Board of Health Meeting  
January 28, 2021  
Electronic Meeting

**PRESENT:** Doug Lawrance, Shayne MacKinnon, Trudy Sachowski, Sharon Smith, Nicole Brown, Sally Burns, Jerry O’Leary

**IN ATTENDANCE:**  
Marilyn Herbacz, CEO  
Kit Young Hoon, MOH  
Lindsay Koch

**GUESTS:** James LeNoury – LeNoury Law; Henry Wall – Kenora District Services Board

**REGRETS:**

**ABSENT:** Jim Belluz, Wendy Brunetta

**1. CALL TO ORDER**

Marilyn Herbacz called the meeting to order at 12:33pm.

**2. BOARD OF HEALTH ELECTION**

**2.1 Nominating Board Member’s Report**

Trudy Sachowski spoke to her written report. It was noted that due to the pandemic, the voting process will be done electronically, and language regarding this process will be added to the Board of Health Constitution in 2021.

**2.2 Election of Officers**

At this time it must be noted that the BOH Constitution, By-Law #1 provides for the following:

- a) Before the vote, a candidate may remove his/her name from the ballot
- b) In a call for further nominations, a member may add his/her name to the ballot
- c) Before the vote for each office a candidate may request to address the board on their own behalf for a total of 3 minutes.
- d) When there is an alpha representative on the Board of Health, that person will hold a seat on the Executive Committee.

<b>Motion / Resolution: # 01-2021 CARRIED</b>	<b>N. Brown S. MacKinnon</b>
THAT nominations for the position of Chair of the Board of Health be closed.	

As there were no further nominations, the Chair of the Election declared that Doug Lawrance be acclaimed to the position of Chair of the Board of Health for the year 2021.

<b>Motion / Resolution: # 02-2021 CARRIED</b>	<b>S. Burns J. O’Leary</b>
THAT nominations for the position of Vice-Chair of the Board of Health be closed.	

As there were no further nominations, the Chair of the Election declared that Sharon Smith be acclaimed to the position of Vice-Chair of the Board of Health for the year 2021.

<b>Motion / Resolution: # 03-2021 CARRIED</b>	<b>T. Sachowski N. Brown</b>
THAT nominations for membership to the Executive Committee be closed.	

Ballots were tabulated and Shayne MacKinnon was declared the Executive Committee member for the year 2021.

<b>Motion / Resolution: # 04-2021 CARRIED</b>	<b>J. O’Leary S. MacKinnon</b>
THAT all Northwestern Health Unit Board of Health Election ballots be destroyed.	

Marilyn Herbacz passed the Chair to Doug Lawrance at 12:51pm; Doug expressed his appreciation for all members of the Board of Health.

**3. APPROVAL OF AGENDA**

<b>Motion / Resolution: # 05-2021 CARRIED</b>	<b>S. Burns S. MacKinnon</b>
THAT the agenda for the Board of Health meeting dated January 28, 2021 be approved.	

**4. DECLARATIONS OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**  
None declared.

**5. MINUTES OF BOARD OF HEALTH MEETING, NOVEMBER 20, 2020 and SPECIAL MEETING DECEMBER 18, 2020**

<b>Motion / Resolution: # 06-2021 CARRIED</b>	<b>J. O’Leary T. Sachowski</b>
THAT the Minutes of the Northwestern Health Unit Board of Health meeting held November 20, 2020 and the Special Meeting December 18, 2020 be approved as written.	

**6. IN CAMERA**

<b>Motion / Resolution: # 07-2021 CARRIED</b>	<b>S. Smith N. Brown</b>
<p>THAT the Board of Health moves to an in camera session at 12:52pm to discuss:</p> <ul style="list-style-type: none"> <li>• Education / orientation session for Board members (2 items – Governance Training, and Dental Health Partnerships)</li> <li>• Labour Relations or employee negotiations (1 item – Grievance Update)</li> </ul>	

*James LeNoury and Alison MacKinnon arrived at 1:02pm and left at 2:10pm*

*Henry Wall arrived at 2:04pm and left at 2:27pm*

*The Board took a five-minute break at 2:28pm.*

<b>Motion / Resolution: # 08-2021 CARRIED</b>	<b>N. Brown S. Smith</b>
THAT the Board of Health move out of in-camera at 2:36pm and resume the regular meeting.	

**7. aPHa Update**

**7.1 aPHa Representative Report**

Trudy Sachowski shared highlights of her written report, including some updates on upcoming meetings, and on the planning of the aPHa AGM and Conference being held virtually June 8, 2021 and will be co-hosted by Northwestern Health Unit.

<b>Motion / Resolution: # 09-2021 CARRIED</b>	<b>S. Burns S. MacKinnon</b>
<p>THAT the Board of Health receive the following report:</p> <ul style="list-style-type: none"> <li>• 2021.01.28-7.1 aPHa Representative report January 2021</li> </ul>	

**8. REPORT OF THE FINANCE COMMITTEE MEETING HELD JANUARY 15, 2021**

**8.1 Verbal Meeting Report**

Nicole Brown provided a verbal updated of the meeting, noting that the committee received an overview the whole budget process. Highlights included the identification that NWHU's budget has not increased in a number of years, and each year the budget is prepared each year based on the previous year's budget. Because there has been no base funding increase, NWHU has worked each year to find efficiencies in its spending.

One-time funding requests are separate from the base-budget request. With some of these one-time requests, the hope is that they may be built into base funding without the need for annual requests.

<b>Motion / Resolution: # 10-2021 CARRIED</b>	<b>T. Sachowski J. O’Leary</b>
THAT the verbal report of the Finance Committee meeting held January 15, 2021 be received.	

**9. PUBLIC HEALTH PROGRAMS**

**9.1 Medical Officer of Health Update** – *Dr. Kit Young Hoon shared highlights from her written report. Reference #2021.01.28-9.1 – the report will be kept on file.*

Dr. Young Hoon clarified that COVID-19 case numbers are now being reported weekly by health hub. Daily reporting will continue by region to continue to protect the privacy of those who have tested positive for COVID-19.

Dr. Young Hoon will draft a memo further explaining the reporting structure and the reasons behind it.

<b>Motion / Resolution: # 11-2021 CARRIED</b>	<b>S. MacKinnon S. Burns</b>
THAT the Board of Health receive the following Public Health Program reports: <ul style="list-style-type: none"> <li>• 2021.01.28-9.1 Medical Officer of Health Update</li> </ul>	

**10. CORPORATE ADMINISTRATION**

**10.1 CEO & Finance Report** *Marilyn Herbacz, CEO. Reference #2021.01.28-10.1 The report will be kept on file.*

Marilyn intends to begin meeting more regularly with municipal CAOs to build those relationships for NWHU and in partnership with KDSB.

**10.2 BOH Operational Plan Review** *Marilyn Herbacz, CEO. Reference #2021.01.28-10.1 - The report will be kept on file.*

**10.3 Board of Health Budget** *Marilyn Herbacz, CEO. Reference #2021.01.28-10.3 - The report will be kept on file.*

Marilyn Herbacz spoke about the Board’s budget for 2021, noting some changes from previous years largely due to limited travel, virtual meetings and related savings. Given this shift in the budget, the Board was asked about their preference for device to participate in virtual meetings and conduct Board business.

**10.4 Board of Health Orientation Plan Update** *Marilyn Herbacz, CEO. Reference #2020.11.20-11.3 - The report will be kept on file.*

The goal is to add pieces of orientation to each meeting of the Board of Health as time permits, in addition to trainings being made available to members to review on their own time.

<b>Motion / Resolution: # 12-2021 CARRIED</b>	<b>N. Brown S. Smith</b>
<p>THAT the Board of Health receive the following Corporate Administration reports:</p> <ul style="list-style-type: none"> <li>• 2021.01.28-10.1 CEO and Finance Reports</li> <li>• 2021.01.28-10.2 Board of Health Operational Plan Update</li> <li>• 2021.01.28-10.3 Board of Health Budget</li> <li>• 2021.01.28-10.4 Board of Health Orientation Plan Update</li> </ul>	

**10.5 Appointment and Delegation of Head of Institution for MFIPPA**

<b>Motion / Resolution: # 13-2021 CARRIED</b>	<b>S. MacKinnon J. O’Leary</b>
<p>THAT for the year 2021, and in accordance with the Northwestern Health Unit policy: ‘Freedom of Information Requests’, the Board of Health appoints Doug Lawrance as Northwestern Health Unit’s “Head of the Institution” for the <i>Municipal Freedom of Information and Protection of Privacy Act, 1989</i>.</p> <p>AND THAT all powers and duties of the “Head of the Institution” under the <i>Municipal Freedom of Information and Protection of Privacy Act, 1989</i> be delegated to the Chief Executive Officer.</p>	

**10.6 NWHU Signing Officers**

<b>Motion / Resolution: # 14-2021 CARRIED</b>	<b>T. Sachowski S. MacKinnon</b>
<p>THAT the Board of Health for the Northwestern Health Unit authorizes:</p> <p style="padding-left: 40px;"><b>Chair:</b> Doug Lawrance  <b>Vice Chair:</b> Sharon Smith  <b>Medical Officer of Health:</b> Dr. Kit Young Hoon  <b>Chief Executive Officer:</b> Marilyn Herbacz  <b>Board Member:</b> Nicole Brown</p> <p>To be bank signing authority for the Northwestern Health Unit, effective January 28, 2021</p>	

**10.7 2021-22 Closed Meeting Investigator**

<b>Motion / Resolution: # 15-2021 CARRIED</b>	<b>S. Burns J. O’Leary</b>
<p>THAT the Board of Health appoints Paul S. Heayn as its closed meeting investigator for the years 2021 and 2022.</p>	

**10.8 Financial Reporting Policy**

<b>Motion / Resolution: # 16-2021 CARRIED</b>	<b>S. Smith T. Sachowski</b>
THAT the Board of Health approve the Financial Reporting Policy as revised.	

**11. REPORT OF THE SPECIAL EXECUTIVE COMMITTEE MEETING HELD  
DECEMBER 14, 2020  
11.1 Verbal Meeting Report**

<b>Motion / Resolution: # 17-2021 CARRIED</b>	<b>N. Brown S. Burns</b>
THAT the verbal report of the Special Executive Committee meeting held December 14, 2021 be received.	

Sharon Smith brought forward an invitation from the City of Kenora for NWHU to present to Council on the topic of funding and modernization. Some discussion was held related to meetings with and presentations to municipalities. It was noted that Marilyn Herbacz has sent a letter to Kenora’s CAO, and will be meeting with Municipal CAOs more frequently going forward, jointly with partners as well as on her own.

**12. 2021 BOH MEETING DATES**

- February 26, 2021
- March 26, 2021
- April 30, 2021
- May 28, 2021
- June 25, 2021
- July – No Meeting
- August 27, 2021
- September 24, 2021
- October 22, 2021
- November 26, 2021
- December – No Meeting

**13. AMENDMENTS:** None.

**14. NEXT MEETING DATE**

- Friday, February 26, 2021 via GoTo Meeting at 8:30am

**15. ADJOURNMENT**

<b>Motion / Resolution: # 18-2021 CARRIED</b>	<b>S. MacKinnon S. Burns</b>
THAT the Board of Health Meeting of January 28, 2021 adjourns at 4:18pm.	

The Chair accepted a motion to adjourn the meeting at 4:18pm.

**BOARD OF HEALTH FOR THE NORTHWESTERN HEALTH UNIT:**

**CONFIRMED AS WRITTEN**

THIS 26 FEBRUARY  
..... DAY OF .....2021



MEETING CHAIR, BOARD OF HEALTH



RECORDING SECRETARY