



**Northwestern  
Health Unit**

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

MINUTES of the Regular Board of Health Meeting  
March 26, 2021  
Electronic Meeting

**PRESENT:** Doug Lawrance – Chair, Shayne MacKinnon, Trudy Sachowski, Sharon Smith, Jim Belluz, Nicole Brown, Wendy Brunetta, Sally Burns, Jerry O’Leary

**IN ATTENDANCE:**

Marilyn Herbacz, CEO  
Kit Young Hoon, MOH  
Lindsay Koch

**GUESTS:** Chad Canfield: Gillons Insurance;  
Brent Maranzan, Nelson Sidorski: 807 Management Consulting

**REGRETS:**

**1. CALL TO ORDER**

Doug Lawrance called the meeting to order at 8:34am.

**2. APPROVAL OF AGENDA**

<b>Motion / Resolution: # 34-2021 CARRIED</b>	<b>J. Belluz N. Brown</b>
THAT the Agenda for the Board of Health meeting dated March 26, 2021 be approved.	

**3. DECLARATIONS OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**

None declared.

**4. CHAIR’S ACTIVITY REPORT**

Doug Lawrance shared his appreciation for work being done across the NWHU region related to vaccine rollout.

**5. MINUTES OF BOARD OF HEALTH MEETING, FEBRUARY 26, 2021**

<b>Motion / Resolution: # 35-2021 CARRIED</b>	<b>S. Burns W. Brunetta</b>
THAT the Minutes of the Northwestern Health Unit Board of Health meeting held February 26, 2021 be approved as amended.	

**6. IN CAMERA**

<p><b>Motion / Resolution: # 36-2021</b> <b>CARRIED</b></p>	<p><b>J. O’Leary</b> <b>S. MacKinnon</b></p>
<p>THAT the Board of Health moves to an in camera session at 8:32am to discuss:</p> <ul style="list-style-type: none"> <li>• Education / Orientation session for Board members (1 item – Insurance Presentation)</li> <li>• A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Board; (1 item – Tactical Plan)</li> <li>• Labour Relations or Employee Negotiations (1 item – Management Overtime)</li> </ul>	

*Chad Canfield left the meeting at 9:14am*

*Brent Maranzan and Nelson Sidorski joined the meeting at 9:00am and left the meeting at 10:24am.*

*Nicole Brown left the meeting at 10:24am.*

<p><b>Motion / Resolution: # 37-2021</b> <b>CARRIED</b></p>	<p><b>T. Sachowski</b> <b>S. Smith</b></p>
<p>THAT the Board of Health move out of in-camera at 11:12am and resume the regular meeting.</p>	

<p><b>Motion / Resolution: # 38-2021</b> <b>CARRIED</b></p>	<p><b>S. Burns</b> <b>J. Belluz</b></p>
<p>THAT the Board of Health approve Overtime Pay for Northwestern Health Unit management as related to the COVID-19 response at a soft maximum of \$10,000 per manager, and \$30,000 for the Medical Officer of Health and Chief Executive Officer;</p> <p>AND FURTHER that the Board of Health authorizes the Chief Executive Officer to make appropriate changes to the Overtime Policy and Procedure to reflect the authorization of Overtime Pay during a Public Health Emergency and/or Pandemic, at one time the rate of pay to a maximum determined by Board of Health resolution.</p>	

*Nicole Brown returned to the meeting at 11:06am*

**7. aPHa Update**

**a. aPHa Representative Report**

*2021.03.26-7.1 Trudy Sachowski – the report will be kept on file.*

<b>Motion / Resolution: #39-2021 CARRIED</b>	<b>J. O’Leary N. Brown</b>
THAT the Board of Health receive the following report: <ul style="list-style-type: none"> <li>2021.03.26-7.1 aIPHa Representative report March 2021</li> </ul>	

**8. REPORT OF THE EXECUTIVE COMMITTEE MEETING HELD MARCH 12, 2021**

**a. Verbal Meeting Report**

Sharon Smith provided a verbal summary of the meeting, including notes about a Board of Health constitution review process that will be undertaken this year, and changes to BOH member per diems in accordance with the constitution.

Recommendations from the Committee:

- That BOH Members claim a full day per diem for each meeting.
- That the Finance Committee be changed to the Budget Committee and that language about this committee be added to the Constitution.

<b>Motion / Resolution: # 40-2021 CARRIED</b>	<b>J. Belluz T. Sachowski</b>
THAT the verbal report of the Executive Committee Meeting held March 12, 2021 be received.	

**9. CORPORATE ADMINISTRATION**

**9.1 CEO & Finance Report** *Marilyn Herbacz, CEO. Reference #2021.02.26-9.1 The report will be kept on file.*

Marilyn will forward a link so BOH members can attend the Greenshield Canada announcement on March 29<sup>th</sup>.

<b>Motion / Resolution: # 41-2021 APPROVED</b>	<b>J. O’Leary S. Smith</b>
THAT the Board of Health receive the following Corporate Administration reports: <ul style="list-style-type: none"> <li>2021.03.26-9.1 CEO &amp; Finance Report</li> </ul>	

**9.2 BOH PER DIEM INCREASE**

ByLaw#1 The Board of Health Constitution indicates that BOH members will be paid a per diem that is the same as the largest municipality within the NWHU catchment area, which is Kenora. The City of Kenora has increased its per diem rate to \$194 per day for 2021.

Per a recommendation from the Executive Committee, BOH members may claim a full day per diem for each regular Board of Health meeting, in addition to the remuneration process being reviewed to enhance efficiency. Language to support this will be included in the Constitution as part of the review and revision work being undertaken in 2021.

<b>Motion / Resolution: # 42-2021</b>	<b>T. Sachowski S. Smith</b>
<p>THAT the Board of Health approve the increase in meeting per diem to \$194 per day in accordance with ByLaw #1 the Board of Health Constitution,</p> <p>AND FURTHER that members will claim a full day for each regular meeting of the Board.</p>	

**10. PUBLIC HEALTH PROGRAMS**

**10.1 Medical Officer of Health Update** – *Dr. Kit Young Hoon shared highlights from her written report. Reference #2021.03.26-10.1 – the report will be kept on file.*

There was discussion about what informs a shift in the provincial response framework from one colour to another, and confirmation that at this time, the province will continue to assign placement within the framework by health unit in consultation with the local MOH. Placement is also considered based on available hospital capacity and ICU spaces within hospitals, number of cases, numbers in nearby health units, and capacity of local health services to respond to cases.

<b>Motion / Resolution: # 43-2021 CARRIED</b>	<b>W. Brunetta S. MacKinnon</b>
<p>THAT the Board of Health receive the following Public Health Program reports:</p> <ul style="list-style-type: none"> <li>• 2021.03.26-10.1 Medical Officer of Health Update</li> </ul>	

**11. AMENDMENTS:** None.

**12. NEXT MEETING DATE**

- Friday, May 7, 2021 via GoTo Meeting at 8:30am

**13. ADJOURNMENT**

The Chair accepted a motion to adjourn the meeting at 12:04pm.

<b>Motion / Resolution: # 44-2021 CARRIED</b>	<b>S. Burns J. Belluz</b>
THAT the Board of Health Meeting of March 26, 2021 be adjourned at 12:04pm.	

BOARD OF HEALTH FOR THE NORTHWESTERN HEALTH UNIT:

CONFIRMED AS WRITTEN

THIS .....5..... DAY OF .....MAY.....2021



MEETING CHAIR, BOARD OF HEALTH



RECORDER