



**Northwestern  
Health Unit**

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

MINUTES of the Regular Board of Health Meeting  
June 24, 2022  
Electronic Meeting

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

**IN ATTENDANCE:**

Marilyn Herbacz, CEO  
Kit Young Hoon, MOH  
Lindsay Koch

**GUESTS:** Julie Slack, Acting Manager – Chronic Disease Prevention  
Shannon Brown, Acting Manager – Vaccine Preventable Diseases  
Alex Berry, Manager – Foundations & Communications Services

**REGRETS:**

**ABSENT:**

**1. CALL TO ORDER**

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

**2. APPROVAL OF AGENDA**

<b>Motion / Resolution: # 64 -2022 CARRIED</b>	<b>S. Smith T. Sachowski</b>
THAT the Agenda for the Board of Health meeting dated June 24, 2022 be approved.	

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

None declared.

**4. CHAIR’S ACTIVITY REPORT**

The Chair invited those present to share about the state of their communities as we gather together in person for the first time since early 2020.

**5. MINUTES OF BOARD OF HEALTH MEETINGS, May 27, 2022**

<b>Motion / Resolution: # 65-2022 CARRIED</b>	<b>S. Smith T. Sachowski</b>
THAT the Minutes of the Northwestern Health Unit Board of Health meeting held May 27, 2022	

**6. IN CAMERA**

<p><b>Motion / Resolution: # 66-2022</b> <b>CARRIED</b></p>	<p><b>S. Smith</b> <b>T. Sachowski</b></p>
<p>THAT the Board of Health move to an in-camera session at 9:07am to discuss:</p> <ul style="list-style-type: none"> <li>• Education/Orientation Session for Board Members (3 items: Community Safety &amp; Wellbeing Plans; Vaccination Program Catch-up; Strategic Planning Retreat)</li> <li>• Litigation or potential litigation, including matters before administrative tribunals, affecting the Board (1 item: Part 8 - Insurance &amp; Public Complaints Process)</li> <li>• Advice that is subject to solicitor-client privilege, including communications necessary for that purpose (1 item: OHT CDMA Updates)</li> </ul>	

*Julie Slack left the meeting at 9:56am  
Shannon Brown left the meeting at 10:40am  
Alex Berry left the meeting at 11:45am*

<p><b>Motion / Resolution: # 67-2022</b> <b>CARRIED</b></p>	<p><b>J. Belluz</b> <b>S. Burns</b></p>
<p>THAT the Board of Health move out of in-camera at to resume the regular meeting at 12:02pm</p>	

<p><b>Motion / Resolution: # 68-2022</b> <b>CARRIED</b></p>	<p><b>W. Brunetta</b> <b>J. Belluz</b></p>
<p>THAT the Board of Health receive the Public Complaints Report and direct the CEO to revise the Client Feedback Processes Procedure to reflect the process described therein.</p>	

**7. BOARD OF HEALTH TOUR – CITYVIEW OFFICE**

Lee Pitt joined the Board of Health to tour them around the CityView offices including the newly renovated first floor.

**8. aIPHa UPDATES**

**8.1 aIPHa Report**

Trudy Sachowski shared the speech she prepared for her acceptance of aIPHa’s Board of Health Section Distinguished Service Award, which she received at the June 8<sup>th</sup> aIPHa Conference and AGM.

Trudy has submitted her application for reappointment to the Board of Health following the municipal election and has followed up with the Province.

<b>Motion / Resolution: # 69-2022 CARRIED</b>	<b>J. Belluz S. Burns</b>
THAT the June 2022 alPha Report be received.	

**9. EXECUTIVE COMMITTEE**

**9.1 Verbal Report of the Executive Committee**

Chair of the Executive Committee, Sharon Smith provided an overview of the discussions held at the Committee’s meeting held June 22, 2022, including Whistleblower Policy & Procedure, Board of Health Constitution.

<b>Motion / Resolution: # 70-2022 CARRIED</b>	<b>S. MacKinnon J. O’Leary</b>
THAT the Board of Health receive the verbal report of the Executive Committee meeting held June 22, 2022	

**9.2 Board of Health Constitution**

Trudy Sachowski and Lindsay Koch were tasked with the review and revision of ByLaw#1, the Board of Health Constitution. Notable revisions were to update the elections process given the amendments to the *Municipal Act* which allows for virtual meetings, and clarification on the process for claiming remuneration.

<b>Motion / Resolution: # 71-2022 CARRIED</b>	<b>S. MacKinnon J. O’Leary</b>
THAT the Board of Health approve ByLaw#1: The Constitution for the Board of Health as revised.	

**9.3 Whistleblower Policy & Procedure**

Sharon Smith, Trudy Sachowski, and Lindsay Koch worked to update the Whistleblower Policy and create a related Procedure to make clear the process for those who wish to report a violation or suspected violation of NWHU’s Code of Ethical Conduct, legislation, guidelines, etc.

To accompany the (re)development of these documents, training for the Board of Health and Leadership council will take place at least annually, and at orientation of the new Board of Health following a municipal election.

<b>Motion / Resolution: # 72-2022 CARRIED</b>	<b>S. MacKinnon J. O’Leary</b>
THAT the Board of Health approve the NWHU Whistleblower Policy as revised.	

**10. CORPORATE ADMINISTRATION**

**10.1 CEO & Finance Report** *Marilyn Herbacz, CEO. Reference #2022.06.24-10.1; the report will be kept on file.*

**10.2 2022 Strategic Planning Updates** *Marilyn Herbacz, CEO. Reference #2022.06.24-10.2; The Report will be kept on file.*

**10.3 Public Health Report Card** *Marilyn Herbacz, CEO. Reference #2022.06.22-10.3; The Report will be kept on file.*

Marilyn Herbacz shared her appreciation for the Communications Team for their work in developing the report.

<b>Motion / Resolution: # 73-2022 CARRIED</b>	<b>S. MacKinnon J. O’Leary</b>
THAT the Board of Health approve the 2021 Northwestern Health Unit Public Health Report Card.	

**10.4 Communications Annual Report** *Marilyn Herbacz, CEO on behalf of Jessica Kivell, Acting Manager – Communications. Reference #2022.06.22-10.4; The Report will be kept on file.*

Marilyn commended Acting Manager of Communications, Jessica Kivell for her incredible work leading the Communications Team over the pandemic. Jessica will be returning to her position as a Planning and Evaluation Specialist at the end of June.

**10.5 NWHU 75<sup>th</sup> Anniversary** *Marilyn Herbacz, CEO. Reference #2022.06.22-10.3; The Report will be kept on file.*

Marilyn highlighted that dollars for a 75<sup>th</sup> anniversary celebration will come from a handful of budget lines, including some already earmarked for travel, staff development, etc.

Of note, the 75<sup>th</sup> Anniversary ‘celebrations’ are really a focus on highlighting public health work in our communities, bringing staff together for an All Staff and Board Conference to include training, a new strategic plan rollout and re-orientating the public to what public health does outside of pandemic response.

<b>Motion / Resolution: # 74-2022 CARRIED</b>	<b>T. Sachowski S. Smith</b>
<p>THAT WHEREAS the Northwestern Health Unit’s 75<sup>th</sup> Anniversary falls on June 30, 2023,</p> <p>AND WHEREAS Northwestern Health Unit hosts an in-person All Staff Conference every two years which was put on hold due to the COVID-19 Pandemic,</p> <p>AND WHEREAS Northwestern Health Unit is focussed on reconnection, rebuilding and responding to employee burnout and workplace wellness,</p> <p>AND WHEREAS public health is in a unique opportunity to promote all of the work of public health given the significant increase in audience engagement due to the COVID-19 Pandemic,</p>	

<p>THEREFORE, BE IT RESOLVED THAT the Board of Health receive the 75<sup>th</sup> Anniversary Report,</p> <p>AND FURTHER, THAT the Board approve a budget of \$100,000 for a year-long community education campaign, and an All-Staff Conference to be held in 2023.</p>	
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<p><b>Motion / Resolution: # 75-2022</b> <b>APPROVED</b></p>	<p><b>T. Sachowski</b> <b>S. Smith</b></p>
<p>THAT the Board of Health receive the following Corporate Administration reports:</p> <ul style="list-style-type: none"> <li>• 2022.06.24-10.1 CEO &amp; Finance Report</li> <li>• 2022.06.24-10.2 Strategic Planning Updates</li> <li>• 2022.06.24-10.4 Communications Annual Report</li> </ul>	

**11. PUBLIC HEALTH PROGRAMS**

**11.1 Medical Officer of Health Update** *Dr. Young Hoon, Medical Officer of Health. Reference #2022.06.24-11.1; The report will be kept on file.*

Dr. Young Hoon highlighted that COVID-19 has not gone away, and that numbers in the NWHU continue to be stable – neither increasing nor decreasing significantly. Hospitalization rates remain low.

It is expected that COVID-19 Variants B.A.4 and B.A.5 will become the dominant variants in the next few weeks. The severity of these variants has not yet been made clear.

NWHU clarified with NWMO that NWHU’s branding should not be used in any NWMO reporting without express permission. It was indicated that referencing NWHU as the source of the data is acceptable.

**11.2 Harm Reduction Report** *Dr. Young Hoon, Medical Officer of Health on behalf of Alex Berry, Manager – Communications & Foundations Services. Reference #2022.06.24-11.2; The report will be kept on file.*

The Board engaged in a brief discussion about Managed Alcohol Programs and their effectiveness, noting that Dryden is looking at implementing this program.

**11.3 Vaccine Preventable Diseases** *Dr. Young Hoon, Medical Officer of Health on behalf of Shannon Brown, Acting Manager – Vaccine Preventable Diseases. Reference #2022.06.24-11.3; The report will be kept on file.*

Dr. Young Hoon commended Acting Manager of Vaccine Preventable Diseases, Shannon Brown for her incredible work leading the Communications Team over the pandemic. Shannon will be returning to her position as a Infectious Diseases Program Specialist at the end of June.

<b>Motion / Resolution: # 76-2022 CARRIED</b>	<b>S. Smith T. Sachowski</b>
THAT the Board of Health receive the following Public Health Program reports: <ul style="list-style-type: none"> <li>• 2022.06.24-11.1 Medical Officer of Health Update</li> <li>• 2022.06.24-11.2 Harm Reduction Report</li> <li>• 2022.06.24-11.3 Vaccine Preventable Diseases Report</li> </ul>	

12. **AMENDMENTS:** None.

13. **NEXT MEETING DATES**

- July – NO MEETING
- August 26, 2022 – Virtual
- September 23, 2022 - Dryden

14. **ADJOURNMENT**

The Chair accepted a motion to adjourn the meeting at 2:30pm.

<b>Motion / Resolution: # 77-2022 CARRIED</b>	<b>T. Sachowski S. Smith</b>
THAT the Board of Health Meeting be adjourned at 2:30pm.	

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

**CONFIRMED AS WRITTEN**

THIS .....26..... DAY OF .....AUGUST.....2022



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**MEETING CHAIR, BOARD OF HEALTH**



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**RECORDER**