



**Northwestern  
Health Unit**

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

MINUTES of the Regular Board of Health Meeting  
March 24, 2023  
Electronic Meeting

**PRESENT:** Doug Lawrance, Trudy Sachowski, Nicole Brown, Janelle Zacharias, Bob Bernie, Bekkie Vineberg, Jamie Kristoff, Kaitlyn Cottam

**IN ATTENDANCE:**

Marilyn Herbacz, CEO  
Kit Young Hoon, MOH  
Lindsay Koch

**GUESTS:**

Chad Canfield, Westland Insurance (item 6.1)  
Alex Berry – Manager, Communications & Foundations Services (items 6.1 and 7.1)  
Jessica Kivell – Planning & Evaluation Specialist (item 7.1)  
Kim Gardiman – Manager, Speech, Hearing, and Vision (item 7.2)

**REGRETS:** Wendy Brunetta

**ABSENT:**

**1. CALL TO ORDER**

Doug Lawrance called the meeting to order at 8:30am

**2. APPROVAL OF AGENDA**

<b>Motion / Resolution: # 21-2023 CARRIED</b>	<b>N. Brown J. Kristoff</b>
THAT the Agenda for the Board of Health meeting dated March 24, 2023 be approved.	

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

None declared.

**4. CHAIR’S ACTIVITY REPORT**

Doug Lawrance expressed his appreciation to the Board for their commitment to the Board of Health by showing up and remaining in meetings for quorum and fulsome discussion, and for using the virtual tools we have available to their full capacity.

**5. MINUTES OF BOARD OF HEALTH MEETING, March 3, 2023**

<b>Motion / Resolution: # 22-2023 CARRIED</b>	<b>N. Brown T. Sachowski</b>
THAT the Minutes of the Northwestern Health Unit Board of Health meeting held March 3, 2023 be approved as written.	

**6. IN CAMERA**

<b>Motion / Resolution: # 23-2023 CARRIED</b>	<b>B. Bernie J. Zacharias</b>
<p>THAT pursuant to section 239 of the <i>Municipal Act</i>, the Board move to an in-camera session at 8:34am to discuss:</p> <ul style="list-style-type: none"> <li>• Education / Orientation for Board Members (2 items: Board of Health Insurance; and Supervised Consumption Services Feasibility Study)</li> </ul>	

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

<b>Motion / Resolution: # 24-2023 CARRIED</b>	<b>N. Brown B. Vineberg</b>
<p>THAT the Board of Health move out of in-camera and resume the regular meeting at 9:37am.</p>	

**7. PROGRAM PRESENTATIONS**

**7.1 Communications Annual Update** –Jessica Kivell, Planning & Evaluation Specialist. A copy of the presentation will be kept on file.

The presentation covered the work of the Communications Team – current projects, 2022 results, 2023 plans, an overview of the team and how they work to support the organization.

*Jessica Kivell joined the meeting at 9:38am and left at 9:47am.*

**7.2 Speech, Hearing, & Vision Program Presentation** – Kim Gardiman, Program Manager. A Copy of the presentation will be kept on file.

Kim Gardiman’s presentation opened with a reflection on the great work the program staff are doing, and their commitment to their work and clients. She also shared how the program operated through the COVID-19 Pandemic.

*Kim Gardiman joined the meeting at 9:46am and left at 10:19am.  
Alex Berry left the meeting at 10:19am.*

**8. aPHa UPDATES**

**8.1 aPHa Updates**

Trudy highlighted that there are several emails and reports shared with the Board by email and as part of the Meeting package each month.

As part of her role as President of aPHa, Trudy started a column in the monthly InfoBreak newsletter called ‘Leader to Leader’, in which she highlights current events and other relevant information.

Trudy will be participating in the virtual session of The Ontario Public Health Conference (TOPHC) on March 27th – she will present the land acknowledgement and will later introduce and moderate questions for one of the event speakers. Trudy expressed her

gratitude to NWHU management for their support in information gathering and relevant questions to ask as part of this engagement.

alPHa’s Executive Director, Loretta Ryan, along side her spouse, who works for the City of Toronto, will present to the Northern Ontario Municipal Association on Public Health and the Built Environment.

<b>Motion / Resolution: # 25-2023 CARRIED</b>	<b>J. Zacharias J. Kristoff</b>
THAT the March 2023 alPHa Update be received.	

**8.2 2023 alPHa AGM Attendance**

The Association of Local Public Health Agencies (alPHa) AGM and Conference will be held June 12-14 in Toronto, Ontario. Members of the Board were invited to attend.

Trudy highlighted the opportunity for networking with other Boards of Health and municipal councillors from across the province.

<b>Motion / Resolution: # 26-2023 CARRIED</b>	<b>K. Cottam J. Kristoff</b>
<p>THAT the following Board of Health members be approved to attend the 2023 alPHa AGM and Conference, being held June 12-14, 2023 in Toronto, Ontario, with all fees and travel to be covered by Northwestern Health Unit:</p> <ul style="list-style-type: none"> <li>• Trudy Sachowski</li> <li>• Wendy Brunetta</li> <li>• Doug Lawrance</li> <li>• Kaitlyn Cottam</li> <li>• Bob Bernie</li> </ul>	

**8.3 Nomination to the alPHa Board of Directors**

Terms of office on the alPHa Board of Directors are two years in length. Trudy Sachowski is currently finishing out her term as President of the organization (until June 2023) after which, if elected to the Board, she would continue on as Past President.

The Board expressed their appreciation for Trudy’s dedication to this work, and to local public health, with unanimous support of her nomination.

<b>Motion / Resolution: # 27-2023 CARRIED</b>	<b>B. Bernie N. Brown</b>
THAT the Board of Health for the Northwestern Health Unit nominate Trudy Sachowski for the position of North West Representative on the Association of Local Public Health Agencies’ Board of Directors for the term June 2023 – June 2025;	

AND FURTHER, THAT a letter to the Board of Health for the Thunder Bay District Health Unit be sent to inform them of the nomination and request their support.	
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**9. CORPORATE ADMINISTRATION**

**9.1 CEO & Finance Report** *Marilyn Herbacz, CEO. Reference #2023.03.24-9.1; the report will be kept on file.*

Marilyn provided a high-level overview of her written report.

**9.2 Communications Program Report** *Marilyn Herbacz, CEO. Reference #2023.03.24-9.2; the report will be kept on file.*

**9.3 Part 8 Fee Schedule** *Marilyn Herbacz, CEO. Reference #2023.03.24-9.3; the report will be kept on file.*

**9.4 2023 Budget Request Amendment** *Marilyn Herbacz, CEO. Reference #2023.03.24-9.4; the report will be kept on file.*

In November 2022, the Board of Health approved the 2023 Ministry of Health Budget Request. Since that time, it was identified that the COVID-19 one-time funding landscape, demand for vaccines and related work has changed. The Ministry has indicated that the COVID-19 funding related requests should be lower with this information.

In 2022, the COVID-19 funding was not used as the requirement is to utilize base funding before and additional funding, which was not necessary in 2022.

<b>Motion / Resolution: # 28-2023 CARRIED</b>	<b>N. Brown B. Vineberg</b>
<p>THAT the following Corporate Administration Reports be received:</p> <ul style="list-style-type: none"> <li>- 2023.03.24-9.1      CEO &amp; Finance Report</li> <li>- 2023.03.24-9.2      Communications Program Report</li> <li>- 2023.03.24-9.3      Part 8 Fee Schedule</li> <li>- 2023.03.24-9.4      2023 Budget Amendment Briefing Note</li> </ul>	

<b>Motion / Resolution: # 29-2023 CARRIED</b>	<b>K. Cottam B. Bernie</b>
<p>WHEREAS the Northwestern Health Unit is designated under Section 3.1 of the Ontario <i>Building Code Act, 1992</i> to be the responsible agency, within its territorial jurisdiction, for enforcement of provisions of the <i>Act</i> relating to sewage systems; AND</p> <p>WHEREAS the total amount of fees authorized under the <i>Act</i> must not exceed the anticipated responsible costs of the principal authority to administer and enforce the <i>Act</i> in its area of jurisdiction; AND</p>	

<p>WHEREAS the legislative requirement to hold a public meeting, under section 7(6)(b) of the <i>Building Code Act</i> prior to making a motion has been met;</p> <p>THEREFORE, BE IT RESOLVED that the Board of Health for the Northwestern Health Unit hereby approves the increases to Part 8 fees as presented.</p>	
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<p><b>Motion / Resolution: # 30-2023</b> <b>CARRIED</b></p>	<p><b>T. Sachowski</b> <b>K. Cottam</b></p>
<p>THAT the Board of Health approve the one-time request to the Ministry of Health for funding for COVID-General, COVID-Vaccine, Needle Exchange Program, Vaccine Refrigerators, Public Health Inspector Practicum Program, Population Health Survey, and Human Resources Wellness Coordinator Consultant and HR Strategy Consultant. In the amount of \$603,820.</p>	

**10. PUBLIC HEALTH PROGRAMS**

**10.1 Medical Officer of Health Update** *Dr. Kit Young Hoon, Medical Officer of Health. Reference #2023.03.24-10.1; the Report will be kept on file.*

Dr. Young Hoon provided an overview of her written report, flagging key information related to HIV increases, opioid overdose, and syphilis outbreaks locally and in neighbouring regions.

Following some questions, Dr. Young Hoon spoke to the work she is doing on increasing the capacity in the health care sector – primary care, specifically – to treat cases, in addition to making preventative prophylaxis more widely available to the vulnerable population in which these cases are most prevalent.

Dr. Young Hoon and Marilyn Herbacz will bring forward a quarterly report on work related to the three Ontario Health Teams (OHT) in the region (All Nations Health Partners OHT; Rainy River District OHT, Kiiwetinoong Healing Waters OHT).

Reflecting on the forthcoming Supervised Consumption Services Report, Dr. Young Hoon indicated that because Supervised Consumption is a health care service, Ontario Health Teams may be the appropriate group to begin discussions and any implementation of recommendations. It was noted that other committees in some of the communities may be more appropriate as a lead for this work.

**10.2 Respiratory Illness Report** *Dr. Kit Young Hoon, Medical Officer of Health. Reference #2023.03.24-10.2; the Report will be kept on file.*

This report will pause for the summer and resume once the risk of respiratory illness increases in the Fall.

<p><b>Motion / Resolution: # 31-2023</b> <b>CARRIED</b></p>	<p><b>J. Zacharias</b> <b>B. Vineberg</b></p>
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THAT the following Public Health Program Reports be received: <ul style="list-style-type: none"><li>• 2023.03.24.10.1 Medical Officer of Health Update</li><li>• 2023.03.24.10.2 Respiratory Illness Report</li></ul>	
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11. **AMENDMENTS:** None.

12. **NEXT MEETING DATE**  
April 21, 2023 at 8:30am

13. **ADJOURNMENT**  
The Chair accepted a motion to adjourn the meeting at 11:23am.

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

**CONFIRMED AS WRITTEN**

**THIS .....21..... DAY OF ....APRIL.....2023**



**MEETING CHAIR, BOARD OF HEALTH**



**RECORDER**