



**Northwestern  
Health Unit**

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

MINUTES of the Regular Board of Health Meeting  
April 21, 2023  
Electronic Meeting

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

**IN ATTENDANCE:**

Marilyn Herbacz, CEO  
Kit Young Hoon, MOH  
Lindsay Koch  
Alexie Schussler – Manager, Financial Services (item 6.1)

**GUESTS:**

Marty Nelson & Cathy Nelson – MNP LLP (item 6.1)

**REGRETS:** Wendy Brunetta

**ABSENT:**

**1. CALL TO ORDER**

Doug Lawrance called the meeting to order at 8:32am  
The Chair reminded members that we engage best as a Board when meeting virtually, when all members participate with their cameras on, and indicate to the Chair and/or Secretary to the Board when they need to step away, and when they return.

**2. APPROVAL OF AGENDA**

<b>Motion / Resolution: # 32-2023 CARRIED</b>	<b>B. Vineberg N. Brown</b>
THAT the Agenda for the Board of Health meeting dated April 21, 2023 be approved.	

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

None declared.

**4. CHAIR’S ACTIVITY REPORT**

Doug Lawrance provided a brief update on his work related to NWHU, which included only a meeting of the Executive Committee.

**5. MINUTES OF BOARD OF HEALTH MEETING, March 24, 2023**

<b>Motion / Resolution: # 33-2023 CARRIED</b>	<b>T. Sachowski J. Zacharias</b>
THAT the Minutes of the Northwestern Health Unit Board of Health meeting held March 24, 2023 be approved as written.	

**6. IN CAMERA**

<b>Motion / Resolution: # 34-2023 CARRIED</b>	<b>T. Sachowski N. Brown</b>
<p>THAT pursuant to section 239 of the <i>Municipal Act</i>, the Board of Health move to an in-camera session at 8:38am to discuss:</p> <ul style="list-style-type: none"> <li>• Education / Orientation for Board Members (1 item: 2022 Audited Financial Statements)</li> <li>• Personal matters about an identifiable individual, including municipal or local board employees (1 item: MOH Compensation)</li> </ul>	

*Jamie Kristoff joined the meeting at 9:08am  
Alexie Schussler left the meeting at 9:33am  
Cathy and Marty Nelson left the meeting at 9:33am*

<b>Motion / Resolution: # 35-2023 CARRIED</b>	<b>J. Zacharias N. Brown</b>
THAT the Board of Health move out of in-camera and resume the regular meeting at 9:38am.	

<b>Motion / Resolution: # 36-2023 CARRIED</b>	<b>J. Kristoff T. Sachowski</b>
THAT the Board of Health approve the 2022 Audited Financial Statements and accept the Auditors' Report as presented.	

<b>Motion / Resolution: # 37-2023 CARRIED</b>	<b>B. Vineberg N. Brown</b>
<p>WHEREAS the Medical Officer of Health salary is comprised of two parts – Board of Health salary, funded by Ministry of Health Funding, and a top up portion to align all Medical Officers of Health salaries in Ontario, funded by the Medical Officer of Health Compensation Initiative; and</p> <p>WHEREAS the base salary for Northwestern Health Unit's Medical Officer of Health for 2023 was approved in November 2022 with a 2.5% increase by resolution effective January 1, 2023, which did not bring it to the minimum salary requirement under the Medical Officer of Health Compensation Initiative;</p> <p>THEREFORE BE IT RESOLVED THAT the Board of Health Approve the Board of Health portion of NWHU's Medical Officer of Health salary for 2023 at \$242,000 to meet the Ministry's minimum salary requirement.</p>	

**7. EXECUTIVE COMMITTEE REPORT – April 19, 2023**

In the absence of Executive Committee Chair, Wendy Brunetta, BOH Chair Doug Lawrance provided a verbal report of the Executive Committee meeting held April 19, 2023. Highlights of the meeting included:

- This was the first meeting of this committee for the year. CEO Marilyn Herbacz provided an overview of the work of this committee, its role in relation to the Board of Health.
- The Committee reviewed the Whistleblower Policy and Procedure which will take place at the first meeting of the committee each year to ensure the committee is familiar in the event of a whistleblower complaint.
- Discussion about the potential end of Mitigation funding from the Ministry of Health under the proposed new cost-shared model (70% Provincial / 30% Municipal). Provincial and municipal organizations continue to communicate concerns with the Province about these changes. It was highlighted that as part of this formula shift, programs that previously fell under the 100% funded section of the budget were moved into the cost-shared portion which makes the shift in the cost-shared model even more burdensome on municipalities.
- Electronic Meeting Policy Updates – the policy will come forward to the May Board of Health meeting with revisions related to conduct in virtual meetings given the significant shift to this type of meeting.

<b>Motion / Resolution: # 38-2023 CARRIED</b>	<b>T. Sachowski B. Vineberg</b>
THAT the verbal report of the Executive Committee meeting held April 19, 2023 be received.	

**8. aPHa UPDATES**

Trudy will be attending NOMA April 26-28 and will introduce Loretta Ryan, the Executive Director of aPHa, and her partner, Dan who is a City of Toronto planner, who will be sharing a presentation about the intersection of planning and public health. Marilyn Herbacz will also be in attendance at NOMA.

Trudy was contacted by the president of AMO and their policy person. Trudy has been appointed to AMO’s health task force as the aPHa rep.

<b>Motion / Resolution: # 39-2023 CARRIED</b>	<b>J. Zacharias N. Brown</b>
THAT the April 2023 aPHa Update be received.	

**9. CORPORATE ADMINISTRATION**

**9.1 CEO & Finance Report** *Marilyn Herbacz, CEO. Reference #2023.04.21-9.1; the report will be kept on file.*

Marilyn shared a high-level overview of her written report. One of the highlights is the onboarding of summer students – with recent changes to allow for high school students to work with us, which directly impacts recruitment as more youth become familiar with the many ways in which they can work in the public health sector.

*Bob Bernie joined the meeting at 10:18am*

An additional highlight is the review of the impact of fleet vehicles which NWHU purchased to minimize the expense of paying mileage to staff travelling in personal vehicle. Preliminary review indicates significant cost savings to date alongside a shift to virtual meetings and collaboration.

It was asked if NWHU has received any information related to the Federal announcements on dental care. At this time we are not aware of any impacts to NWHU’s dental program.

<b>Motion / Resolution: # 40-2023 CARRIED</b>	<b>B. Vineberg J. Zacharias</b>
THAT the following Corporate Administration Reports be received:  - 2023.04.21-9.1 CEO & Finance Report	

<b>Motion / Resolution: # 41-2023 CARRIED</b>	<b>N. Brown B. Bernie</b>
WHEREAS the Board of Health remuneration is determined in alignment with the highest paying NWHU municipality per the Board of Health constitution; and  WHEREAS the City of Kenora has increased its council per diem to \$199.86 per day at its April 19, 2023 meeting;  THEREFORE be it resolved that the Board of Health approve the increase to \$200.00 for a full day for Board members effective May 1, 2023.	

**10. PUBLIC HEALTH PROGRAMS**

**10.1 Medical Officer of Health Update** *Dr. Kit Young Hoon, Medical Officer of Health. Reference #2023.04.21-10.1; the Report will be kept on file.*

Dr. Young Hoon’s update included small updates from NWHU programs, in addition to some information about the Supervised Consumption Services Needs Assessment release.

Dr. Young Hoon is a member of the expert panel advisory committee for the next Chief Medical Officer of Health Report on Cannabis, Alcohol, Tobacco, and Opioids. This is a short term appointment with the report expected in fall of 2023. The previous report on Emergency Preparedness in public health was released in early 2023.

**10.2 2022 Environmental Health Program Report** *Dr. Kit Young Hoon, Medical Officer of Health. Reference #2023.04.21-10.2; the Report will be kept on file.*

<b>Motion / Resolution: # 42-2023 CARRIED</b>	
THAT the following Public Health Program Reports be received: <ul style="list-style-type: none"><li>• 2023.04.21-10.1 Medical Officer of Health Update</li><li>• 2023.04.21-10.2 2022 Environmental Health Program Report</li></ul>	

11. **AMENDMENTS:** None.

12. **NEXT MEETING DATE**  
May 26, 2023 at 8:30am - Virtual

13. **ADJOURNMENT**  
The Chair accepted a motion to adjourn the meeting at 10:50am.

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

**CONFIRMED AS WRITTEN**

**THIS .....26..... DAY OF ....MAY.....2023**



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**MEETING CHAIR, BOARD OF HEALTH**



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**RECORDER**