



**PRESENT:** Doug Lawrance, Janelle Zacharias, Wendy Brunetta, Lucille MacDonald  
Bekkie Vineberg, Jamie Kristoff, Bob Bernie, Trudy Sachowski

**IN ATTENDANCE:**

Marilyn Herbacz, CEO  
Kit Young Hoon, MOH  
Lindsay Koch

**GUESTS:**

Shannon Brown, Manager – Vaccine Preventable Diseases  
Thomas Nabb, Manager – Environmental Health  
Dorian Lunny – Epidemiologist  
Marianne Love  
Patricia Katz & Melanie Fix – MNP LLP

**REGRETS:** Nicole Brown

**ABSENT:**

**1. CALL TO ORDER**

Doug Lawrance called the meeting to order at 8:34am. The Board welcomed incoming member, LaVallee Reeve, Lucille MacDonald to her first meeting of the Board for this term. Lucille previously served on the Board of Health.

**2. APPROVAL OF AGENDA**

<b>Motion / Resolution: # 64-2023 CARRIED</b>	<b>B. Vineberg W. Brunetta</b>
THAT the Agenda for the Board of Health meeting dated September 27, 2023 be approved as amended.	

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

None declared.

**4. CHAIR’S ACTIVITY REPORT**

Doug Lawrance shared his NWHU-related activity since the last meeting of the board, which included the AMO Conference in London and delegations with MCCSS on behalf of NWHU and with SOLGEN related to the Sioux Lookout Mobile Outreach Team for which funding flows through NWHU. The Kiiwetinoong OHT met in person and Dr. Young Hoon was able to participate in the meeting. Board of Health members across the province were invited to participate in a presentation from Dr. Kieran Moore, Ontario’s Chief Medical Officer of Health related to recent provincial announcements on strengthening public

health. The Chair and several Board of Health members attended the NWHU all staff conference September 13 and 14 which was well-received.

**5. MINUTES OF BOARD OF HEALTH MEETING, AUGUST 18, 2023**

<b>Motion / Resolution: # 65-2023 CARRIED</b>	<b>T. Sachowski J. Zacharias</b>
THAT the Minutes of the Northwestern Health Unit Board of Health meeting held August 18, 2023 be approved as written.	

**6. IN CAMERA**

<b>Motion / Resolution: # 66-2023 CARRIED</b>	<b>J. Kristoff B. Vineberg</b>
<p>THAT pursuant to section 239 of the <i>Municipal Act</i>, the Board of Health move to an in camera session at 8:42am to discuss:</p> <ul style="list-style-type: none"> <li>• Personal Matters about an Identifiable Individual, including municipal or local board employees (1 item: CEO Compensation)</li> <li>• A trade secret or scientific, technical, commercial, or financial information that belongs to the Board and has monetary value or potential monetary value (1 item: Management Structure Project)</li> <li>• Education/Orientation session for Board members (1 item: Provincial Announcements)</li> </ul>	

*Dr. Young Hoon, Marilyn Herbacz, and Lindsay Koch left the meeting at 8:45am and returned at 10:09am*

*Trudy Sachowski left the meeting at 10:07am*

*Marianne Love left the meeting at 9:58am*

*Patricia Katz and Melanie Fix joined the meeting at 10:09am and left at 11:19am*

<b>Motion / Resolution: # 67-2023 CARRIED</b>	<b>L. MacDonald J. Kristoff</b>
THAT the Board of Health move out of its closed session and resume the regular meeting at 12:11pm	

<b>Motion / Resolution: # 68-2023 CARRIED</b>	<b>W. Brunetta B. Bernie</b>
WHEREAS the Northwestern Health Unit (NWHU) Board of Health (BOH) is mandated by the <i>Health Protection and Promotion Act</i> to, “superintend, provide or ensure the provision of the health programs and services required by this Act and the regulations to the persons who reside in the health unit served by the board;” and	

<p>WHEREAS the Chief Executive Officer (CEO) of the NWHU is tasked with the overall management of the administrative duties and responsibilities of the Health Unit to fulfill our Mission to “Improve the quality and length of life in our communities: healthy lifestyles, longer lives, lived well;” and</p> <p>WHEREAS the Board of Health engaged a professional consultant to review the financial compensation provided to the CEO, in recognition that this exercise has not occurred for a period of time, and to ensure the CEO is compensated fairly and competitively; and</p> <p>WHEREAS an analysis of compensation for chief executive officers of public health units in Ontario and comparable municipal leadership in the region was conducted by a third party, and</p> <p>WHEREAS it was identified that Northwestern Health Unit’s CEO compensation was not in alignment with comparable health units;</p> <p>THEREFORE, BE IT RESOLVED THAT the Board of Health for the Northwestern Health Unit approves a the salary grid for the Chief Executive Officer as presented at the September 27, 2023 Board meeting;</p> <p>AND BE IT FURTHER RESOLVED THAT the Chief Executive Officer, Marilyn Herbacz, be placed at step 3 of the grid effective October 1, 2023.</p>	
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**7. PRESENTATIONS**

All program presentations were deferred to a future meeting.

**8. aPHa UPDATES**

The 2024 aPHa Fall Symposium will be held in late November. Members of the Board of Health will consider whether they wish to attend the virtual event and declare at the October 27 Board of Health meeting.

aPHa has launched two courses for Board of Health members related to Governance and the Social Determinants of Health.

<b>Motion / Resolution: # 69-2023</b>	<b>L. MacDonald</b>
<b>CARRIED</b>	<b>B. Bernie</b>
THAT the September 2023 aPHa Representative Report be received.	

**9. EXECUTIVE COMMITTEE MEETINGS**

Meeting held August 31, 2023 and Special Meeting held September 26, 2023.

The Committee met to plan for the MOH Performance Appraisal, which is done on a biannual basis. Revisions to the Medical Officer of Health and Chief Executive Officer

Tactical Plan: the Province is implementing an accelerated process related to Strengthening Public Health; NWHU will need to respond proactively and will make efforts to do the following in advance of the October meeting of the Board of Health:

- Nicole/Marilyn meet with MPP Rickford
- Kit/Marilyn meet with TBDHU as our neighbouring PHU
- Kit/Marilyn meet with Province for clarification on process/timing

The Board may hold special meetings as this process and conversation moves forward in the coming months.

<b>Motion / Resolution: # 70-2023 CARRIED</b>	<b>J. Kristoff L. MacDonald</b>
THAT the verbal report of the Executive Committee Meeting held August 31, 2023 and Special Meeting held September 26, 2023 be received.	

*Lucille MacDonald left the meeting at 12:20pm*

**10. CORPORATE ADMINISTRATION**

**10.1 CEO & Finance Report** *Marilyn Herbacz, CEO. Reference #2023.09.27-10.1 the report will be kept on file.*

Marilyn spoke to key points of her written report, including highlighting that costs relating to the All Staff Conference have not yet been expensed, and the gap dollars amount will reflect this estimated \$80,000 expense at a future meeting.

<b>Motion / Resolution: # 71-2023 CARRIED</b>	<b>W. Brunetta B. Bernie</b>
THAT the following Corporate Administration Reports be received:  - 2023.09.27-10.1CEO & Finance Report	

**11. PUBLIC HEALTH PROGRAMS**

**11.1 Medical Officer of Health Update** *Dr. Kit Young Hoon, Medical Officer of Health. Reference #2023.09.27-11.1; the Report will be kept on file.*

Highlights from Dr. Young Hoon’s written report include:

COVID/Flu and a new RSV vaccine will be available in October and NWHU has a new online booking system that will be launched by the end of September.

Sioux Lookout First Nations Health Authority is actively working towards a self-determined public health system and to have their Public Health Physician appointed as a Medical Officer of Health under the Health Protection and Promotion Act.

**11.2 Epidemiologic Reports Update** *Dr. Kit Young Hoon, Medical Officer of Health. Reference #2023.09.27-11.2; the Report will be kept on file.*

This report is supplementary to a forthcoming presentation by Dorian Lunny, Epidemiologist.

<b>Motion / Resolution: # 72-2023 CARRIED</b>	<b>B. Bernie J. Zacharias</b>
THAT the following Public Health Program Reports be received: 2023.09.27-10.1 Medical Officer of Health Update • 2023.09.27-10.2 OHT Partnership Strategy	

**12. BOARD OF HEALTH SELF EVALUATION REPORT**

<b>Motion / Resolution: # 73-2023 CARRIED</b>	<b>W. Brunetta B. Bernie</b>
THAT the Board of Health Self Evaluation Report be received.	

**13. AMENDMENTS:** None.

**14. NEXT MEETING DATE**

Special Meeting: October 20, 2023 at 8:30am - Teams

October 27, 2023 at 8:30am – Teams

RESCHEDULE: November 24<sup>th</sup> meeting will now be held December 1, 2023 at 10:00am

**15. ADJOURNMENT**

The Chair accepted a motion to adjourn the meeting at 12:39pm

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

**CONFIRMED AS WRITTEN**

**THIS .....27..... DAY OF ....OCTOBER.....2023**



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**MEETING CHAIR, BOARD OF HEALTH**



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**RECORDER**