



**Northwestern  
Health Unit**

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

MINUTES of the Special Board of Health Meeting  
October 20, 2023  
Virtual

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

**IN ATTENDANCE:**

Marilyn Herbacz, CEO  
Kit Young Hoon, MOH  
Lindsay Koch

**GUESTS:**

**REGRETS:** Jamie Kristoff

**ABSENT:**

**1. CALL TO ORDER**

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

**2. APPROVAL OF AGENDA**

|                                                                                             |                                  |
|---------------------------------------------------------------------------------------------|----------------------------------|
| <b>Motion / Resolution: # 74-2023<br/>CARRIED</b>                                           | <b>B. Bernie<br/>B. Vineberg</b> |
| THAT the Agenda for the Special Board of Health meeting dated October 20, 2023 be approved. |                                  |

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

None declared.

**4. IN CAMERA**

|                                                                                                                                                                                                                                                                                                                                                                                       |                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| <b>Motion / Resolution: # 75-2023<br/>CARRIED</b>                                                                                                                                                                                                                                                                                                                                     | <b>W. Brunetta<br/>N. Brown</b> |
| THAT pursuant to section 239 of the <i>Municipal Act</i> , the Board of Health move to an in camera session at 8:32am to discuss: <ul style="list-style-type: none"> <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> </ul> |                                 |

|                                                                                                  |                                  |
|--------------------------------------------------------------------------------------------------|----------------------------------|
| <b>Motion / Resolution: # 76-2023<br/>CARRIED</b>                                                | <b>T. Sachowski<br/>N. Brown</b> |
| THAT the Board of Health move out of its closed session and resume the regular meeting at 9:27am |                                  |

**5. MANAGEMENT STRUCTURE PROJECT**

The Board engaged in a thorough discussion about the management structure and the benefits to adding a Director level to the organization, which will serve to alleviate pressures on the MOH and CEO, as well as empowering managers to focus more on their program areas.

A proposed salary grid was presented to the board to consider:

| Position                | 2023    |         |         |         |         |
|-------------------------|---------|---------|---------|---------|---------|
|                         |         |         |         |         |         |
|                         | step 1  | step 2  | step 3  | step 4  | step 5  |
| Director level proposal | 141,726 | 145,269 | 148,901 | 152,623 | 156,439 |

Upon approval by the Board of a Director level, NWHU will work with the consultant on an implementation plan to support a successful organizational shift.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                |
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| <p><b>Motion / Resolution: # 77-2023</b><br/><b>CARRIED</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p><b>W. Brunetta</b><br/><b>B. Bernie</b></p> |
| <p>WHEREAS the Northwestern Health Unit (NWHU) Board of Health (BOH) is mandated by the <i>Health Protection and Promotion Act (HPPA)</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> <p>WHEREAS the Medical Officer of Health and Chief Executive Officer are charged with the responsibility of ensuring that the requirements of the HPPA, the Ontario Public Health Standards (OPHS), and other Ministry directives are met; and</p> <p>WHEREAS NWHU’s management team has expressed concerns related to capacity to meet the aforementioned requirements in addition to overseeing the operations of their programs; and</p> <p>WHEREAS the Medical Officer of Health and Chief Executive Officer engaged a professional consultant to complete a fulsome review of NWHU’s structure and associated challenges and the structures of other comparable health units and organizations;</p> <p>NOW THEREFORE, BE IT RESOLVED THAT the Board of Health for the Northwestern Health Unit approves the addition of a Director level to the structure of the organization to include a Director of Health Promotion, Director of Health Protection, and Director of Corporate Services, effective November 1, 2023 and the related salary grid with a maximum salary of \$156,439 per director per year, subject to cost of living increases, and</p> <p>BE IT FURTHER RESOLVED THAT the MOH and CEO will engage a consultant to work with the organization on an implementation strategy to enhance the success of this organizational shift.</p> |                                                |

6. **AMENDMENTS:** None.

7. **NEXT MEETING DATE**

October 27, 2023 at 8:30am – Teams

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

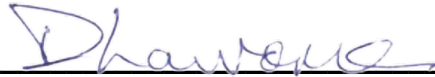
8. **ADJOURNMENT**

The Chair accepted a motion to adjourn the meeting at

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

**CONFIRMED AS WRITTEN**

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



**MEETING CHAIR, BOARD OF HEALTH**



**RECORDER**