



**Northwestern  
Health Unit**

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

MINUTES of the Regular Board of Health Meeting  
October 27, 2023  
Virtual

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

**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  
Judy Lynch, Manager – Human Resources  
Kelsey Bjorndalen, Jaylene Cousins – MNP LLP

**REGRETS:**

**ABSENT:**

**1. CALL TO ORDER**

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

**2. APPROVAL OF AGENDA**

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| <b>Motion / Resolution: # 78-2023<br/>CARRIED</b>                                   | <b>W. Brunetta<br/>N. Brown</b> |
| THAT the Agenda for the Board of Health meeting dated October 27, 2023 be approved. |                                 |

**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, which included a number of trips to Kenora including to participate in a visit from the Deputy Minister of Health, Chief Medical Officer of Health and other representatives from the Ministry and Ontario Health.

**5. MINUTES OF BOARD OF HEALTH MEETING, SEPTEMBER 27, 2023 and SPECIAL MEETING HELD OCTOBER 20, 2023**

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| <b>Motion / Resolution: # 79-2023<br/>CARRIED</b>                                                                                                                   | <b>J. Zacharias<br/>B. Vineberg</b> |
| THAT the Minutes of the Northwestern Health Unit Board of Health meeting held September 27, 2023, and special meeting held October 20, 2023 be approved as written. |                                     |

**6. IN CAMERA**

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| <b>Motion / Resolution: # 80-2023<br/>CARRIED</b>                                                                                                                                                                                                                                            | <b>L. MacDonald<br/>J. Kristoff</b> |
| <p>THAT pursuant to section 239 of the <i>Municipal Act</i>, the Board of Health move to an in-camera session at 8:33am to discuss:</p> <ul style="list-style-type: none"> <li>• Education/Orientation session for Board members (2 items: HR Strategy; Provincial Announcements)</li> </ul> |                                     |

*Judy Lynch, Kelsey Bjorndalen, and Jaylene Cousins left the meeting at 8:59am*

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| <b>Motion / Resolution: # 81-2023<br/>CARRIED</b>                                                       | <b>J. Zacharias<br/>T. Sachowski</b> |
| <p>THAT the Board of Health move out of its closed session and resume the regular meeting at 9:50am</p> |                                      |

*Shannon Brown joined the meeting at 9:58am*

**7. PRESENTATIONS**

7.1 Shannon Brown – Vaccine Preventable Diseases Update

Manager of Vaccine Preventable Diseases, Shannon Brown, shared a presentation with the Board to highlight the work of this team, which includes mass immunization clinics for influenza and COVID-19; supporting immunization at Long-term care homes and other congregate settings, and completing regular school immunizations under the [Immunization of School Pupils Act](#).

*Shannon Brown left the meeting at 10:28am; Dorian Lunny joined the meeting at 10:29am*

7.2 Dorian Lunny – Epidemiological Reports Update

Dorian Lunny, one of NWHU’s Epidemiologists, shared a presentation outlining epidemiological reports that are forthcoming, and a new Power BI Dashboard that will allow NWHU to generate interactive reports which are shared on [NWHU’s website](#) and with community and healthcare partners routinely.

*Dorian Lunny left the meeting at 11:04am; Thomas Nabb joined the meeting at 11:03am*

7.3 Thomas Nabb – Environmental Health Update

Thomas Nabb, Manager of Environmental Health, presented to the Board about the scope of work included within the Environmental Health program, and the legislative requirements under which they do this work.

*Thomas Nabb left the meeting at 11:43am*

**8. aPHa UPDATES**

**BOARD OF HEALTH MEETING MINUTES October 27, 2023**

The 2024 aPHa Fall Symposium will be held November 22-24 on a virtual platform. Trudy shared highlights of the program, including a session titled "Reflections on a Merger" led by Cynthia St. John of Southwestern Public Health.

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| <b>Motion / Resolution: # 82-2023<br/>CARRIED</b>             | <b>J. Zacharias<br/>L. MacDonald</b> |
| THAT the October 2023 aPHa Representative Report be received. |                                      |

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| <b>Motion / Resolution: # 83-2023<br/>CARRIED</b>                                                                                                                                                                                                                                                                                                                                                                          | <b>T. Sachowski<br/>B. Bernie</b> |
| THAT the following members of the Board of Health be authorized to attend the Virtual aPHa Fall Symposium to be held November 22-24, 2023, with all fees to be paid by Northwestern Health Unit: <ul style="list-style-type: none"><li>- Trudy Sachowski</li><li>- Doug Lawrance</li><li>- Wendy Brunetta</li><li>- Janelle Zacharias</li><li>- Lucille MacDonald</li><li>- Bekkie Vineberg</li><li>- Bob Bernie</li></ul> |                                   |

**9. EXECUTIVE COMMITTEE MEETINGS**

Executive Committee Chair, Wendy Brunetta, provided a verbal update of the meeting held October 17, 2023, which included discussion about Strengthening Public Health and related timelines, and planning for the Ministry of Health visit to NWHU on October 24<sup>th</sup>.

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| <b>Motion / Resolution: # 84-2023<br/>CARRIED</b>                                            | <b>L. MacDonald<br/>T. Sachowski</b> |
| THAT the verbal report of the Executive Committee Meeting held October 17, 2023 be received. |                                      |

*Nicole Brown left the meeting at 11:55am*

**10. CORPORATE ADMINISTRATION**

**10.1 CEO & Finance Report** Marilyn Herbacz, CEO. Reference #2023.10.27-10.1 the report will be kept on file.

Marilyn spoke to her written report and shared the census versus MPAC population numbers used to calculate the Municipal Levy, noting that a shift from using MPAC numbers to census numbers would require 100% agreement from all 19 of NWHU's obligated municipalities, per the Health Protection and Promotion Act.

Marilyn shared that the 2024 Ministry of Health budget is currently being prepared and will come forward to the next Board of Health meeting. Marilyn will share the report in advance for the Board to consider and submit questions ahead of the discussion.

**10.2 2023 Annual Risk Management Update** *Marilyn Herbacz, CEO. Reference #2023.10.27-10.2 the report will be kept on file.*

**10.3 Strategic Plan Progress Report** *Marilyn Herbacz, CEO. Reference #2023.10.27-10.3 the report will be kept on file.*

**10.4 Municipal Levy and the Accumulated Surplus – Current & Reserve Fund**  
*Marilyn Herbacz, CEO. Reference #2023.10.27-10.4 the report will be kept on file.*

This report was brought forward at the June 2023 meeting of the Board of Health, at which the Board opted to defer a decision regarding retaining or rebating the surplus in NWHU’s reserve fund to municipalities, in anticipation of announcements at the AMO Conference.

At this time, the Board had consensus to defer a decision to the November Board of Health meeting to coincide with the 2024 budget discussion.

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| <b>Motion / Resolution: # 85-2023<br/>CARRIED</b>                                                                                                                                                                                                                                                                                                                                     | <b>B. Vineberg<br/>J. Kristoff</b> |
| THAT the following Corporate Administration Reports be received: <ul style="list-style-type: none"> <li>- 2023.10.27-10.1 CEO &amp; Finance Report</li> <li>- 2023.10.27-10.2 2023 Annual Risk Management Update</li> <li>- 2023.10.27-10.3 Strategic Plan Progress Report</li> <li>- 2023.10.27-10.4 Municipal Levy and Accumulated Surplus – Current &amp; Reserve Funds</li> </ul> |                                    |

**11. PUBLIC HEALTH PROGRAMS**

**11.1 Medical Officer of Health Update** *Dr. Kit Young Hoon, Medical Officer of Health. Reference #2023.10.27-11.1; the Report will be kept on file.*

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| <b>Motion / Resolution: # 86-2023<br/>CARRIED</b>                                                                                                                  | <b>B. Vineberg<br/>J. Zacharias</b> |
| THAT the following Public Health Program Reports be received: <ul style="list-style-type: none"> <li>• 2023.10.27-11.1 Medical Officer of Health Update</li> </ul> |                                     |

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

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| <b>Motion / Resolution: # 87-2023<br/>CARRIED</b>            | <b>L. MacDonald<br/>J. Zacharias</b> |
| THAT the Board of Health Self Evaluation Report be received. |                                      |

**13. 2024 BOARD OF HEALTH MEETING SCHEDULE**

The Board reviewed the proposed meeting schedule and agreed that it will work. It was suggested that when possible, meetings are also scheduled around school PD days, given the number of staff and Board members impacted by these.

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| <b>Motion / Resolution: # 88-2023</b><br><b>CARRIED</b>                  | <b>B. Vineberg</b><br><b>L. MacDonald</b> |
| THAT the 2024 Board of Health meeting schedule be approved as presented. |                                           |

14. **AMENDMENTS:** None.

15. **NEXT MEETING DATE**

Special Meeting: November 7, 2023; 9:00am

Regular Meeting: December 1, 2023 at 10:00am

16. **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 .....1..... DAY OF ....DECEMBER.....2023**



**MEETING CHAIR, BOARD OF HEALTH**



**RECORDER**