



**Northwestern
Health Unit**

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

MINUTES of the Regular Board of Health Meeting
December 1, 2023
Virtual

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:

Jessica Kivell, Manager – Substance Use & Injury Prevention
Julie Slack, Manager – Chronic Disease Prevention & School Health

REGRETS: Nicole Brown

ABSENT:

1. CALL TO ORDER

Doug Lawrance called the meeting to order at 10:02am.

2. APPROVAL OF AGENDA

Motion / Resolution: # 94-2023 CARRIED	W. Brunetta J. Kristoff
THAT the Agenda for the Board of Health meeting dated December 1, 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,

**5. MINUTES OF BOARD OF HEALTH MEETING, OCTOBER 27, 2023, SPECIAL MEETING
HELD NOVEMBER 7, 2023, and SPECIAL RESOLUTION OF NOVEMBER 15, 2023**

Motion / Resolution: # 95-2023 CARRIED	T. Sachowski B. Bernie
THAT the Minutes of the Northwestern Health Unit Board of Health meeting held October 27, 2023, and special meeting held November 7, 2023, and Special Resolution and Report of November 15, 2023 be approved as written.	

6. PROGRAM PRESENTATIONS

Jessica Kivell, Manager of Substance Use & Injury Prevention, and Julie Slack, Manager of Chronic Disease Prevention & School Health joined the meeting for a joint presentation on their program areas.

Jessica Kivell and Julie Slack left the meeting at 10:35

7. IN CAMERA

Motion / Resolution: # 96-2023 CARRIED	B. Vineberg J. Kristoff
<p>THAT pursuant to section 239 of the <i>Municipal Act</i>, the Board of Health move to an in-camera session at 10:35am to discuss:</p> <ul style="list-style-type: none"> • Education/Orientation session for Board members (2 items: Provincial Announcements; 2024 Budget) 	

Motion / Resolution: # 97-2023 CARRIED	T. Sachowski J. Zacharias
<p>THAT the Board of Health move out of its closed session and resume the regular meeting at 11:38am</p>	

8. alPHa UPDATES

The 2024 alPHa Fall Symposium was held November 24, 2023 with pre-symposium sessions held in the days prior, including topics such as Risk Communications, Human Rights Based Frameworks in the Workplace, and Public Health Merger Experiences. alPHa Representative, Trudy Sachowski, moderated a panel related to the Ontario Not for Profit Corporations Act.

Trudy also participates on the AMO Health Transformation Task Force on behalf of the alPHa Board of Directors.

Motion / Resolution: # 98-2023 CARRIED	L. MacDonald W. Brunetta
<p>THAT the November 2023 alPHa Representative Report be received.</p>	

9. EXECUTIVE COMMITTEE MEETING

Executive Committee Chair, Wendy Brunetta, provided a verbal update of the meeting held November 21, 2023 at which the committee reviewed the draft 2024 budget and the process to date for the joint voluntary merger committee based on the Board of Health resolution passed on November 15, 2023 by both NWHU and TBDHU.

Motion / Resolution: # 99-2023 CARRIED	L. MacDonald J. Zacharias
<p>THAT the verbal report of the Executive Committee Meeting held November 21, 2023 be received.</p>	

10. CORPORATE ADMINISTRATION

10.1 CEO & Finance Report *Marilyn Herbacz, CEO. Reference #2023.12.01-10.1 the report will be kept on file.*

Marilyn spoke to her written report which included updates from Corporate Administration teams.

Overages in the Board of Health budget, which are due to increased travel and conference attendance by Board of Health members and the ALPHA representative, will be covered by gap dollars which are accrued due to staffing vacancies.

It is anticipated that the organizational budget will be fully spent for the year, with gap dollars having been spent on in-year requests made by programs.

10.2 2024 Budget Report *Marilyn Herbacz, CEO. Reference #2023.12.01-10.2 the report will be kept on file.*

Marilyn shared the draft Budget Report and a related presentation with the board in advance of the meeting to enable Board members to reach out with any clarification questions in advance, and to support a fulsome discussion in closed session related to decision points.

Motion / Resolution: #100-2023 CARRIED	W. Brunetta L. MacDonald
THAT the following Corporate Administration Reports be received: <ul style="list-style-type: none"> - 2023.12.01-10.1 CEO & Finance Report - 2023.12.01-10.2 2024 Budget Report 	

Motion / Resolution: #101-2023 CARRIED	B. Vineberg J. Zacharias
THAT the Board of Health for the Northwestern Health Unit approve the 2024 budget totalling 21,900,845 and broken down as follows: <ul style="list-style-type: none"> • Mandatory Cost-Shared Budget <ul style="list-style-type: none"> ○ Ministry of Health: \$8,763,669 ○ Municipal Levy: \$2,921,228 • Unorganized Territory 100% Funded: \$2,436,700 • Unorganized Territory Indigenous Partnerships 100% Funded: \$2,052,700 • Ontario Seniors Dental Care Program 100% Funded: \$1,001,500 • Ministry of Health One-time Funding: \$657,372 • Ministry of Community, Children, and Social Services 2024/25: \$2,761,931 • Health Canada: \$279,088 • Interest Income, Other Revenue, & User Fees: \$1,026,658 	

10.3 2024 Municipal Levy

As part of the Province’s *Strengthening Public Health* statements in August 2023, they announced a shift back to the previous cost-shared formula (25% municipal / 75% Provincial) will take place for 2024 with a 1% base budget increase for public health units for the next three years.

An important piece of the funding shifts that have taken place is that programs which were previously 100% funded by the province were moved over to the cost-shared model, thereby increasing the dollar amount within this facet of the budget, resulting in an increase to the Municipal Levy. This information will be included in a communication to municipalities when the letters and invoices are sent.

<p>Motion / Resolution: # 102-2023 CARRIED</p>	<p>B. Vineberg J. Kristoff</p>
<p>WHEREAS the <i>Health Protection and Promotion Act</i> specifies that “the obligated municipalities in a health unit shall pay the expenses incurred by or on behalf of the board of health of the health unit in the performance of its functions and duties” and that “in discharging their obligations under subsection (1) [of the HPPA], the obligated municipalities shall ensure that the amount paid is sufficient to enable to board of health to provide or ensure provision of health programs and services in accordance with [the HPPA]”;</p> <p>NOW THEREFORE BE IT RESOLVED THAT the total 2024 Municipal Levy for Northwestern Health Unit’s 19 obligated municipalities be set at \$2,921,228.</p>	

<p>Motion / Resolution: # 103-2023 CARRIED</p>	<p>T. Sachowski J. Zacharias</p>
<p>WHEREAS the Accumulated Surplus: Current and Reserve Fund Policy states that:</p> <p><i>The goal of the Current Fund is to have an amount approximately equivalent to two (2) months (16.67%) of municipal levy payments for the financial year that was audited. Any excess funds are to be rebated to the obligated municipalities using the same formula under which they were levied in that year.</i></p> <p><i>The Board of Health will estimate the rebate based upon the fourth quarter results and the status of the reserves from the previous year, and will issue a rebate to the obligated municipalities so the amount can be included in both the Board of Health’s and the municipalities’ audited financial statements.</i></p> <p><i>In addition to reserve funds, the Board of Health may retain a portion of the accumulated surplus (Current Fund) to provide working capital for emergency expenditures, or if significant financial impacts are anticipated that impact Municipalities directly.; and</i></p>	

<p>WHEREAS the Current Fund balance sits at \$1,033,903 as a result of the 2020 estimate of provision for Mandatory Cost-Shared Programs that was overstated by \$610,960; and</p> <p>WHEREAS the Maximum to be held in the current fund is 2/12 of the total levy (\$414,970.50),</p> <p>NOW THEREFORE BE IT RESOLVED THAT the Board of Health for the Northwestern Health Unit rebate the total surplus amount of \$619,112.50 to municipalities in two phases: in 2023, rebate \$186,628, and in 2024, use the remaining reserve of \$432,435 to mitigate the impact to the 2024 municipal levy increase.</p>	
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10.4 2024 Non-Union and Management Increase

Motion / Resolution: # 104-2023 CARRIED	B. Vineberg J. Kristoff
THAT the Board of Health approve a 2.5% salary increase for non-union and management employees effective January 1, 2024.	

11. PUBLIC HEALTH PROGRAMS

11.1 Medical Officer of Health Update *Dr. Kit Young Hoon, Medical Officer of Health. Reference #2023.12.01-11.1; the Report will be kept on file.*

COVID-19 is circulating at a moderate level at this time. The healthcare sector locally is responding without capacity challenges. Influenza and RSV rates in the area are low.

11.2 CDP, School Health, Substance Use & Injury Prevention Annual Update
Dr. Kit Young Hoon, Medical Officer of Health. Reference #2023.12.01-11.1; the Report will be kept on file.

Motion / Resolution: # 105-2023 CARRIED	W. Brunetta L. MacDonald
THAT the following Public Health Program Reports be received: <ul style="list-style-type: none"> • 2023.12.01-11.1 Medical Officer of Health Update • 2023.12.01-11.2 CDP School Health, SUIP Annual Update 	

12. 2023 MOH AND CEO ANNUAL ATTESTATION

Under the MOH and CEO policies, the organization’s senior leaders attest annually that the work done is in accordance with legislation, the Ontario Public Health standards, and agency policy.

Motion / Resolution: # 106-2023 CARRIED	J. Kristoff J. Zacharias
THAT 2023 MOH and CEO Annual Attestation Report be received.	

13. 2024 BOARD OF HEALTH ELECTIONS

Per the *Health Protection and Promotion Act*, election of officers for the board of health takes place at the first meeting of each year.

BOH members will be asked to indicate their interest in the position of Chair, Vice Chair, and Executive Committee member at large in advance of the meeting in January.

14. AMENDMENTS:

14.1 Attendance at Municipal Conferences

ALPHA member Trudy Sachowski and Marilyn Herbacz have found value for NWHU in attending municipal conferences to network and advocate for public health. Marilyn will attend ROMA and AMO, and Trudy will attend AMO in her role as ALPHA Representative for the Board of Health, and as a member of ALPHA's Board of Directors, with Board support. Because Trudy is not a municipal councillor, NWHU will be responsible for the costs associated with such attendance.

<p>Motion / Resolution: # 106-2023 CARRIED</p>	<p>B. Vineberg L. MacDonald</p>
<p>THAT the Board of Health support ALPHA Representative, Trudy Sachowski to attend the Association of Municipalities of Ontario in August 2024, with all fees and expenses to be covered by NWHU.</p>	

15. NEXT MEETING DATE

January 19, 2023; 8:30am – Microsoft Teams


16. ADJOURNMENT

The Chair accepted a motion to adjourn the meeting at 12:37pm

BOARD OF HEALTH FOR THE NORTHWESTERN HEALTH UNIT:

CONFIRMED AS WRITTEN

THIS19..... DAY OFJANUARY.....2024



MEETING CHAIR, BOARD OF HEALTH



RECORDER