



**Northwestern  
Health Unit**

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

MINUTES of the Regular Board of Health Meeting  
May 24, 2024  
Virtual

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

**IN ATTENDANCE:**

Marilyn Herbacz, CEO  
Kit Young Hoon, MOH  
Lindsay Koch

**GUESTS:** Shannon Brown, Manager – Vaccine Preventable Diseases  
Thomas Nabb, Manager – Environmental Health

**REGRETS:** Wendy Brunetta

**ABSENT:**

**1. CALL TO ORDER**

Chair Doug Lawrance called the meeting to order at 8:30am

**2. APPROVAL OF AGENDA**

<b>Motion / Resolution: # 34-2024 CARRIED</b>	<b>B. Vineberg T. Sachowski</b>
THAT the Agenda for the Board of Health meeting dated May 24, 2024 be approved.	

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

None declared.

**4. CHAIR'S ACTIVITY REPORT**

The Chair did not have any updates to share related to activities on behalf of the Board since the last meeting.

**5. APPROVAL OF PREVIOUS MINUTES**

<b>Motion / Resolution: # 35-2024 CARRIED</b>	<b>J. Zacharias J. Kristoff</b>
THAT the Minutes of the Northwestern Health Unit Regular Board of Health meeting held May 3, 2024 be approved as written.	

**6. PROGRAM PRESENTATIONS**

*Program presentations are recorded and are included in the Local Public Health Matters (LPHM) newsletters which are distributed to municipalities and partners.*

Shannon Brown, Manager of Vaccine Preventable Diseases joined the meeting to present on her program, share some highlights related to vaccine catch up through the

Immunization of School Pupils Act – over 4,000 students were behind on immunizations due to COVID – and the team has been working hard with great success. Shannon shared some information related to ongoing COVID vaccinations, how the influenza season went, and shared some challenges experienced by the program since the last presentation.

*Thomas Nabb joined the meeting at 8:52am  
Shannon Brown left the meeting at 9:04am*

Thomas Nabb, Manager of Environmental Health joined the meeting to present the 2023 Environmental Health Program Report. For 2023, the Environmental Health Team focused on Food Safety, noting some new types of food preparation taking place such as dried foods, freeze-dried foods, and an increase in canning, along with an increase in home-based businesses related to food preparation. Food service premises display a compliance sign indicating the results of their inspection – Green (low risk); Yellow (moderate risk); Red (high-risk: closure). Additionally, 351 food handlers were certified in 2023.

The Board engaged in some discussion with Thomas related to the Auditor General's focus on Small Drinking Water Systems, and the liability of the Board as related to SDWS's. Once there is more information available following the Auditor General's review, a report will come forward to the Board of Health.

*Thomas Nabb left the meeting at 9:49am.*

## **7. aPHa UPDATES**

Trudy Sachowski, aPHa Representative highlighted some of the activity related to her role as the aPHa rep and past president of the aPHa Board.

We are anticipating a media release related to alcohol availability in Ontario, following a provincial announcement today.

Trudy has requested that Board of Health members participate in the aPHa Activity Challenge – take a photo of yourself engaging in physical activity and send to Lindsay to share with aPHa by May 31<sup>st</sup>.

Trudy will be participating on a panel at the AMO conference in August related to strengthening public health.

For the first time, there is a resolution related to alcohol coming up for the aPHa conference in June.

## **8. CORPORATE ADMINISTRATION**

### **8.1 CEO & Finance Report** *Marilyn Herbacz, CEO. Reference #2024.05.24-8.1 the report will be kept on file.*

Marilyn Herbacz spoke about the 2024 Carl Lindstrom Bursary selection process; this year there were 28 applicants. Of the 28 applicants, some opted to use AI to generate their application essays, prompting us to expand on what the expectations are for those applying for this bursary. Over the summer, staff will be working to update the content on the website and that which is shared with schools and guidance counsellors to ensure students are completing their applications with integrity and based on personal experience and knowledge of public health interfacing with their selected program.

Marilyn shared some highlights from her written report, including her work with the Association of Public Health Business Administrators group, which is an affiliate group for alPHA; upcoming collective bargaining, and the current financial status of the organization.

**9.1 Balanced Scorecard Report** *Marilyn Herbacz, CEO and Dr. Kit Young Hoon, Medical Officer of Health. Reference #2024.05.24-9.1; the Report will be kept on file.*

Marilyn acknowledged Alex Berry, Director of Health Promotion for his work on this report, which is a report back to the Board of Health on the organization’s work as related to the Strategic Plan, as required by the Ontario Public Health Standards. The appendices to the report cover, in detail, the progress made to date.

<b>Motion / Resolution: #36-2024 CARRIED</b>	<b>B. Vineberg T. Sachowski</b>
THAT the following Corporate Administration Reports be received: <ul style="list-style-type: none"> <li>- 2024.05.24-8.1 CEO &amp; Finance Report</li> <li>- 2024.05.24-8.2 Balanced Scorecard Report</li> </ul>	

**9. PUBLIC HEALTH PROGRAMS**

**9.1 Medical Officer of Health Update** *Dr. Kit Young Hoon, Medical Officer of Health. Reference #2024.05.24-9.1; the Report will be kept on file.*

Dr. Young Hoon provided some high level updates related to her written report.

alPHA resolutions have been shared with the Board. These resolutions are meant for alPHA to take action on a topic area. Trudy Sachowski, the alPHA rep indicates that so long as a resolution would not harm our area, it is advantageous for public health in the province for NWHU to support them. It is written in policy and protocol that the expectation is that voting members who represent a health unit vote in the same direction.

This year’s resolutions are:

1. Permitting Applications for Automatic Prohibition Orders under the *Smoke Free Ontario Act, 2017* for Vapour Product Sales Offences  
**Dr. Young Hoon recommends support for this resolution.**
2. Artificial Intelligence for Enhanced Public Health Outcomes  
**Dr. Young Hoon and Marilyn Herbacz recommend support for this resolution.**
3. A Proposal for a Comprehensive Provincial Alcohol Strategy: Enhancing Public Health through Prevention, Education, Regulation and Treatment  
**Dr. Young Hoon recommends support for this resolution.**
4. Reviewing Provincial Regulatory Needs for Supportive Living Facilities Serving Vulnerable Individuals  
**Dr. Young Hoon recommends support for this resolution.**
5. Early Childhood Food Insecurity: An Emerging Public Health Problem Requiring Urgent Action  
**Dr. Young Hoon recommends support for this resolution.**

- 6. Compliance with Ontario Not-for-Profit Corporations Act (ONCA)\*: Proposed 2024 aPHa General Operating By-Law to replace The Constitution of the Association of Local Public Health Agencies (Ontario)

**Trudy Sachowski recommends support for this resolution.**

\*ONCA does not apply to Boards of Health but does apply to aPHa.

There may also be late resolutions that are submitted to aPHa following their deadline. Any such resolutions will only be considered if there is support from the floor at the AGM.

Doug Lawrance, Trudy Sachowski, Bob Bernie, and Dr. Young Hoon are NWHU’s registered voters at the aPHa conference.

**9.2 Household Food Insecurity – Guaranteed Livable Basic Income** *Dr. Kit Young Hoon, Medical Officer of Health. Reference #2024.05.24-9.2; the Report will be kept on file.*

**9.3 2023 Environmental Health Report** *Dr. Kit Young Hoon, Medical Officer of Health. Reference #2024.05.24-9.2; the Report will be kept on file.*

<b>Motion / Resolution: # 37-2024 CARRIED</b>	<b>L. MacDonald J. Zacharias</b>
<p>THAT the following Public Health Program Reports be received:</p> <ul style="list-style-type: none"> <li>• 2024.05.24-9.1 Medical Officer of Health Update</li> <li>• 2024.05.24-9.2 Household Food Insecurity – Guaranteed Livable Basic Income</li> <li>• 2024.05.24-9.3 2023 Environmental Health Report</li> </ul>	

<b>Motion / Resolution: #38-2024 CARRIED</b>	<b>B. Vineberg B. Bernie</b>
<p>WHEREAS, research consistently demonstrates the link between socioeconomic status and food insecurity, with low-income households being more than twice affected by this issue; and</p> <p>WHEREAS, 22.9% of Canadian families in 2023 experience food insecurity; 78% of families who were food insecure were above the poverty line; and</p> <p>WHEREAS, vulnerable populations including single mothers, Indigenous families, and racialized communities are disproportionately affected and experience the highest risk of food insecurity; and</p> <p>WHEREAS, the price of food is rising and is forecasted to continue to rise in 2025; in Canada, food costs rose by 5.5% from 2022 – 2023, and in Northwestern Ontario, food prices increased by 9% from 2022 – 2023; and</p> <p>WHEREAS, food charity and food access programs help fulfill an immediate need, but individuals and families continue to struggle to obtain an adequate and nutritious diet; and</p>	

<p>WHEREAS, guaranteed income policies can help empower individuals to make informed food choices, access preventative healthcare services, and invest in education and skills training, ultimately leading to improved health outcomes and reduced healthcare costs; and</p> <p>WHEREAS, Northwestern Health Unit Board of Health's mission, mandate, and values to promote health equity aligns with policies that recognize food insecurity as a public health concern; and</p> <p>NOW, THEREFORE, BE IT RESOLVED THAT the Northwestern Health Unit Board of Health endorse the Ontario Dietitians of Public Health (ODPH) letter supporting Bill S-233 for the development of a national guaranteed livable basic income framework, recognizing that the resolution of food insecurity requires income – based responses; and</p> <p>FURTHER BE IT RESOLVED THAT the Northwestern Health Unit Board of Health share <i>The Real Cost of Eating Well in Northwestern Ontario 2023</i> report with local municipalities to inform them that food insecurity is a rising public health concern requiring urgent action in Northwestern Ontario.</p>	
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**10. CEO AND MOH PERFORMANCE APPRAISAL PROCEDURES**

*Reference #2024.05.24-10.1; the Report will be kept on file.*

The Chair and Vice Chair have engaged in an RFP process to engage a consultant to perform the MOH and CEO bi-annual performance appraisals, and in doing so, identified that it may be beneficial to have the option to include external partners in the 360 evaluation process, and have requested to have the related procedures updated to permit this.

<p><b>Motion / Resolution: #39-2024</b> <b>CARRIED</b></p>	<p><b>L. MacDonald</b> <b>B. Vineberg</b></p>
<p>THAT the Board of Health receive the CEO and MOH Performance Appraisal Procedures Amendments report, and approve the following procedures as amended:</p> <ul style="list-style-type: none"> <li>• Chief Executive Officer Performance Appraisal Procedure</li> <li>• Medical Officer of Health Performance Appraisal Procedure</li> </ul>	

**11. AMO DELEGATIONS**

The Chair the Board of Health will be attending the Association of Municipalities of Ontario conference, being held in August 18-21 in Ottawa, Ontario, in addition to alpha representative, Trudy Sachowski, MOH, Dr. Kit Young Hoon, and CEO, Marilyn Herbacz, will have the opportunity to attend any delegations we are successful in receiving.

After some discussion, the Board of Health agreed that the NWHU will request delegations with the Ministry of Health related to Vaccine Preventable Diseases and capacity for this work; the Ministry of Children, Community, and Social Services related to the Student Support Navigator program and ongoing funding; Ministry of the Attorney General related to alcohol availability in Ontario, and local solutions and resources for NWHU; and Ministry of Health related to the Voluntary Merger Viability Assessment.

It was recommended that delegations at AMO related to alcohol be focused on youth, access to alcohol and related harms.

It was identified that Loretta Ryan from aPHa could be available to participate in NWHU's delegations if the Board wished to include her.

<b>Motion / Resolution: #40-2024 CARRIED</b>	<b>J. Kristoff L. MacDonald</b>
<p>THAT the Board of Health for the Northwestern Health Unit direct Administration to request delegations at the 2024 Association of Municipalities of Ontario (AMO) Conference being held August 18-21, 2024 in Ottawa, Ontario, for the following topics and ministries:</p> <ul style="list-style-type: none"> <li>• Ministry of Finance: Limiting access to alcohol by youth</li> <li>• Ministry of Children, Community, and Social Services: Student Support Navigator Funding</li> <li>• Ministry of Health: Capacity and funding for Vaccine Preventable Diseases Program</li> <li>• Ministry of Health: Voluntary Merger Viability Assessment Results</li> </ul>	

**12. NEXT MEETING DATE**

Regular Meeting: June 28, 2024 at 8:30am - Teams

**13. ADJOURNMENT**

The Chair accepted a motion to adjourn the meeting at 11:52am.

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

**CONFIRMED AS WRITTEN**

**THIS .....28..... DAY OF ....JUNE.....2024**



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**MEETING CHAIR, BOARD OF HEALTH**



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**RECORDER**