

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

MINUTES of the Regular Board of Health Meeting
November 29, 2024
Virtual

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

IN ATTENDANCE:
Marilyn Herbacz, CEO
Kit Young Hoon, MOH
Lindsay Koch

GUESTS: Tricia Wearne, Manager – Speech, Hearing, Vision
Alexie Schussler, Director – Corporate Services

REGRETS: Kristi McQuay

ABSENT:

1. CALL TO ORDER

Chair Doug Lawrance called the meeting to order at 8:32am.

2. APPROVAL OF AGENDA

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| Motion / Resolution: # 75-2024 CARRIED | W. Brunetta B. Vineberg |
| THAT the Agenda for the Board of Health meeting dated November 19, 2024 be approved. | |

3. DECLARATIONS OF PECUNIARY INTEREST & GENERAL NATURE THEREOF

None declared.

4. CHAIR’S ACTIVITY REPORT

The Chair shared his appreciation to Dr. Young Hoon who attended Sioux Lookout’s Council meeting.

5. APPROVAL OF PREVIOUS MINUTES

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| Motion / Resolution: # 76-2024 CARRIED | T. Sachowski L. MacDonald |
| THAT the Minutes of the Northwestern Health Unit Regular Board of Health meeting held October 25, 2024 be approved as written. | |

6. PROGRAM PRESENTATIONS

6.1 Speech, Hearing, Vision Program Presentation

Program Manager Tricia Wearne shared a presentation covering the work of the Speech Hearing and Vision program over the last year.

*Alexie Schussler joined the meeting at 9:05am
Tricia Wearne left the meeting at 9:07am*

7. aIPHa UPDATES

Trudy Sachowski shared some high level updates related to her work on the aIPHa Board and Executive.

8. EXECUTIVE COMMITTEE VERBAL REPORT

Vice Chair, Wendy Brunetta shared a verbal report of the committee meeting held November 25, 2024. Highlights included:

- Board of Health Constitution Review planning
- Northwestern Rep for aIPHa
- Board of Health Orientation Planning
- BOH Meeting Schedules
- CEO and MOH Performance Appraisal processes

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| Motion / Resolution: # 77-2024 CARRIED | L. MacDonald B. Vineberg |
| THAT the verbal report of the Executive Committee meeting held November 25, 2024 be received. | |

9. CLOSED SESSION

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| Motion / Resolution: # 78-2024 CARRIED | J. Kristoff W. Brunetta |
| THAT pursuant to section 239 of the <i>Municipal Act</i> , the Board of Health move to an in-camera session at 9:17am to discuss: <ul style="list-style-type: none"> - Education / Orientation for Board members (1 item: 2025 Budget Considerations) | |

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| Motion / Resolution: # 79-2024 CARRIED | B. Bernie J. Kristoff |
| THAT the Board of Health return from its closed session and resume its regular meeting at 9:54am | |

While in its closed session, the Board considered matters impacting the 2025 Mandatory Cost-Shared budget.

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| Motion / Resolution: #80-2024 CARRIED | T. Sachowski L. MacDonald |
| THAT the Board of Health receives the 2025 Budget Report and approves the 2025 Mandatory Cost-Shared budget at \$11,801,746. | |

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| Motion / Resolution: #81-2024 CARRIED | B. Bernie W. Brunetta |
| <p>WHEREAS The Ministry of Health provides base funding to Boards of Health for Public Health Units “for the purposes of delivering public health programs and services in accordance with the Health Protection and Promotion Act (HPPA), Regulations under the HPPA, Ontario Public Health Standards, and the Agreement”, and Base funding is outlined in an amending agreement and includes Mandatory Cost-Shared Programs and 100% Funded Programs; and</p> <p>WHEREAS The Ministry of Health announced in 2023 that health units would receive a one percent increase in base funding from 2024 to 2026; and</p> <p>WHEREAS Section 72 of the HPPA requires that municipalities “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 under this or any other act”;</p> <p>NOW, THEREFORE BE IT RESOLVED THAT the Board of Health set the 2025 municipal levy at \$2,950,440, reflecting a 1% increase and maintaining the 75/25 split.</p> | |

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| Motion / Resolution: #82-2024 CARRIED | T. Sachowski L. MacDonald |
| THAT the Board of Health approves the Business Administrator salary grid as presented, effective January 1, 2025. | |

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| Motion / Resolution: #83-2024 CARRIED | B. Vineberg W. Brunetta |
| <p>THAT the Board of Health approves the addition of the following classifications to the organizational chart:</p> <ol style="list-style-type: none"> 1. Operations Coordinator 2. Senior Human Resources Officer <p>AND FURTHER, THAT the Board of Health approve the salary grid for each position as presented, effective January 1, 2025.</p> | |

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| Motion / Resolution: #84-2024 CARRIED | T. Sachowski J. Kristoff |
| THAT the Board of Health approve a 2.25% salary increase for non-union and management positions effective January 1, 2025. | |

Alexie Schussler left the meeting at 9:58am

10. CORPORATE ADMINISTRATION

10.1 2025 NWHU Budget Report *Marilyn Herbacz, CEO. Reference #2024.11.29-10.1 the report will be kept on file.*

10.2 CEO & Finance Report *Marilyn Herbacz, CEO. Reference #2024.11.29-10.2 the report will be kept on file.*

Marilyn shared some highlights of her report, including that some NWHU offices will close over the holidays due to staffing and capacity challenges. It was noted that in past years, there has not been much public activity at NWHU offices, so it is not anticipated that there will be significant impact to the public.

10.3 NWHU Office Hours *Marilyn Herbacz, CEO. Reference #2024.11.29-10.3 the report will be kept on file.*

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| Motion / Resolution: #85-2024 CARRIED | L. MacDonald J. Kristoff |
| THAT the following Corporate Administration Reports be received: - 2024.11.29-10.2 CEO & Finance Report | |

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| Motion / Resolution: #86-2024 CARRIED | W. Brunetta J. Kristoff |
| THAT the Board of Health approves the closure of the Kenora, Dryden, and Fort Frances offices over the lunch hour (12pm – 1pm). | |

11. PUBLIC HEALTH PROGRAMS

11.1 Medical Officer of Health Update *Dr. Kit Young Hoon, Medical Officer of Health. Reference #2024.11.29-11.1; the Report will be kept on file.*

Dr. Young Hoon shared some highlights of her written report including the announcement that a new Manager of Sexual Health and Harm Reduction has been hired: Laura Stasiuk starts with NWHU on January 2.

11.2 Speech Hearing and Vision Annual Program Report *Dr. Kit Young Hoon, Medical Officer of Health. Reference #2024.11.29-11.2; the Report will be kept on file.*

11.3 National School Nutrition Program *Dr. Kit Young Hoon, Medical Officer of Health. Reference #2024.11.29-11.3; the Report will be kept on file.*

Dr. Young Hoon shared a brief presentation outlining the report, and the Board expressed their support for these programs and NWHU’s continued work to ensure access to healthy food for youth in the region.

After some discussion, the Board agreed to submit a letter requesting support for NWHU and not for the whole province as initially presented. Trudy will bring this forward to ALPHA to address provincially. Dr. Young Hoon will adapt the letter to include some of the key messages brought forward by the Board prior to sending.

Of important note, NWHU is in the top two highest costs areas for food in the Province, necessitating a different level of support to address food insecurity.

11.4 AMO Follow-Up: Alcohol and Ministry of Finance *Dr. Kit Young Hoon, Medical Officer of Health. Reference #2024.10.25-9.4; the Report will be kept on file.*

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| Motion / Resolution: # 87-2024 CARRIED | T. Sachowski J. Kristoff |
| THAT the following Public Health Program Reports be received: <ul style="list-style-type: none"> • 2024.11.29-11.1 Medical Officer of Health Update • 2024.11.29-11.2 Speech Hearing and Vision Annual Report | |

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| Motion / Resolution: # 88-2024 CARRIED | T. Sachowski B. Vineberg |
| THAT the Board of Health receive the National School Nutrition Program Report; and FURTHER, THAT the Board of Health submit a letter to the Premier of Ontario, Minister of Child, Community and Social Services, and Minister of Education, with copies to local MPs and MPPs, local school boards and the Chief Medical Officer of Health highlighting the importance of negotiating and signing an agreement that will see federal funding to support provincial student nutrition programs; and FURTHER THAT the BOH request that the Province account for the unique challenges of our northern context, including the high cost of food, transportation, and the prevalence of poverty and food insecurity when determining the funding for the student nutrition program in our region | |

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| Motion / Resolution: # 89-2024 CARRIED | L. MacDonald B. Bernie |
| THAT the Board of Health submit a letter to Minister of Finance, Peter Bethlenfalvy, requesting the following: <ul style="list-style-type: none"> • A wide-reaching evidence-informed education/multimedia campaign designed to improve public awareness and understanding of the health risks and harms of alcohol consumption – particularly its | |

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| <p>carcinogenic effects, and the risks/harms associated with binge drinking, hazardous drinking, drinking and driving, and drinking during pregnancy with an approximate cost of \$24,000.</p> <ul style="list-style-type: none"> • \$125,000 investment in prevention programs such as Planet Youth. • Funding to continue PreVenture programming in NWHU region. | |
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12. MOH and CEO ANNUAL ATTESTATIONS

The Medical Officer of Health and Chief Executive Officer policies, alongside the Policies and Procedures Policy delegate authority to the MOH and CEO to develop policies and procedures to direct agency operations consistent with the Health Protection and Promotion Act (HPPA) and other applicable legislation, Ontario Public Health Standards (OPHS), Guidance Documents, and Board of Health policies.

The monitoring section of the policies require that, among other things, the MOH and CEO:

- attest to the Board of Health in writing at the end of each year that there are risk management and internal compliance and control systems in place and that generally, to their knowledge, NWHU activities adhered to BOH policy and all applicable federal and provincial laws and regulations; and
- where there are instances in which reportable compliance matters have been identified, these have been brought to the attention of the Board.

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| <p>Motion / Resolution: # 90-2024 CARRIED</p> | <p>B. Vineberg L. MacDonald</p> |
| <p>THAT the 2024 MOH and CEO Annual Attestation Report be received.</p> | |

13. BOARD OF HEALTH SELF EVALUATION RESULTS

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| <p>Motion / Resolution: # 91-2024 CARRIED</p> | <p>B. Vineberg W. Brunetta</p> |
| <p>THAT the Board of Health Self Evaluation Results Report be received.</p> | |

14. 2025 MEETING DATES AND MEETING SCHEDULE

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| <p>Motion / Resolution: # 92-2024 CARRIED</p> | <p>T. Sachowski W. Brunetta</p> |
| <p>THAT the Board of Health approve setting the minimum number of meetings of the Board of Health at eight per year; and</p> <p>FURTHER, that the 2025 Board of Health meeting schedule be accepted as presented, with the September in person meeting to be scheduled as part of the April meeting agenda.</p> | |

15. NEXT MEETING DATE

Regular Meeting: Wednesday, February 26, 2025; Teams

16. ADJOURNMENT

The Chair accepted a motion to adjourn the meeting at 11:15am.

BOARD OF HEALTH FOR THE NORTHWESTERN HEALTH UNIT:

CONFIRMED AS WRITTEN

THIS26..... DAY OF ...FEBRUARY.....2025



MEETING CHAIR, BOARD OF HEALTH



RECORDER