



**THUNDER BAY DISTRICT HEALTH UNIT  
BOARD OF HEALTH MEETING MINUTES**

**DATE OF THE MEETING:** June 18, 2025

**TIME OF MEETING:** 1:00 PM

**PLACE OF MEETING:** FIRST FLOOR BOARDROOM /  
VIDEOCONFERENCE

**CHAIR:** MR. JAMES MCPHERSON

**BOARD MEMBERS PRESENT:**

Mr. Grant Arnold  
Ms. Cindy Brand  
Ms. Kasey Etreni  
Mr. Paul Malashewski  
Mr. James McPherson  
Mr. Allan Mihalcin  
Mr. Jim Moffat  
Ms. Cynthia Olsen  
Ms. Donna Peacock  
Mr. Don Smith

**REGRETS:**

Ms. Lucy Belanger  
Ms. Kristine Thompson  
Mr. Todd Wheeler

**ABSENT:**

Dr. Mark Thibert

**ADMINISTRATION PRESENT:**

Dr. Janet DeMille, Medical Officer of Health and  
Chief Executive Officer  
Mr. Dan Hrychuk, Director – Corporate Services  
Ms. Shannon Robinson, Director – Health  
Promotion  
Ms. Diana Gowanlock, Director of Health  
Protection  
Ms. Dana Wilson, Associate Director –  
Communications & Strategic Initiatives  
Ms. Kandace Belanger, Manager – Street  
Outreach and Harm Reduction  
Ms. Rosemary Scofich, Manager – Healthy  
Babies/ Healthy Children  
Ms. Shelley Oleksuk, Administrative Assistant–  
Health Promotion

**RECORDER:**

Sunena Shetty, Executive Assistant and Secretary  
to the Board of Health

**1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

The Chair called the meeting to order at 1:04 PM.

**2. ATTENDANCE AND ANNOUNCEMENTS**

The Chair presented regrets from the above noted.

**3. DECLARATIONS OF CONFLICT OF INTEREST**

There were no declarations of conflict of interest.

**4. AGENDA APPROVAL**

The agenda was approved as presented.

Resolution No. 67-2025

**Moved By:** P. Malashewski

**Seconded By:** J. Moffat

THAT the Agenda for the Regular Board of Health Meeting to be held on June 18, 2025 be approved.

**CARRIED**

**5. INFORMATION SESSION**

**5.1 The SPRITE Project: A Locally-Driven Collaborative Project**

Ms. Diana Gowanlock (Director of Health Protection) introduced Ms. Kandace Belanger (Manager of Street Outreach and Harm Reduction) who provided a presentation on the "SPRITE" project and responded to questions and comments from the Board.

**6. MINUTES OF THE PREVIOUS MEETINGS**

**6.1 Thunder Bay District Board of Health**

The minutes of the Thunder Bay District Board of Health (Regular and Closed Session) Meeting held on May 21, 2025 were approved as presented.

Resolution No. 68-2025

**Moved By:** K. Etreni

**Seconded By:** P. Malashewski

THAT the Minutes of the Thunder Bay District Board of Health (Regular and Closed Session) meeting held on May 21, 2025 be approved.

**CARRIED**

**6.2 Board of Health Ad Hoc Committee**

The minutes of the Thunder Bay District Board of Health Ad Hoc Committee Meeting held on May 9, 2025 were approved as presented.

Resolution No. 69-2025

**Moved By:** P. Malashewski

**Seconded By:** J. Moffat

THAT the minutes of the Thunder Bay District Board of Health Ad Hoc Committee meeting held on May 9, 2025, be approved.

**CARRIED**

### **6.3 Board of Health Executive Committee**

The minutes of the Thunder Bay District Board of Health Executive Committee Meeting held on April 16, 2025 were presented for information.

### **6.4 Board of Health Ad Hoc Committee**

The minutes of the Thunder Bay District Board of Health Executive Committee Meeting held on May 2, 2025 were presented for information.

## **7. MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the previous minutes.

## **8. BOARD OF HEALTH (CLOSED SESSION) MEETING**

Resolution No. 70a-2025

**Moved By:** K. Etreni

**Seconded By:** P. Malashewski

THAT the Board of Health move into closed session to receive information about a position or plan to be applied to negotiations carried on behalf of the Board.

**CARRIED**

At 1:27 PM, the Board of Health moved into Closed Session.

The following individuals left the meeting:

Ms. Rosemary Scofich, Manager of Healthy Babies/ Healthy Children.

Ms. Diana Carlson, Administrative Assistant- Corporate Services

Ms. Sunena Shetty, Executive Assistant and Secretary to the Board of Health

At 2:08 PM, the Board moved out of closed session and the above individuals returned to the meeting.

### **8.1. Closed Session Report**

The Chair reported that the Board of Health received a confidential report from the CEO regarding matters of negotiations.

Resolution No. 70c-2025

**Moved By:** K. Etreni

**Seconded By:** G. Arnold

THAT the Board of Health in the spirit of reconciliation recognizes the sovereignty of the Sioux Lookout area First Nations over public health in their communities,

AND the Board recognizes the “Approaches to Community Wellbeing” as the model the communities have endorsed for their Public Health programs and services,

AND the Board wishes to support Sioux Lookout First Nations Health Authority (SLFNHA) with having the resources needed to advance the “Approaches to Community Wellbeing” and the delivery of public health programs and services,

THEREFORE, the Board directs Administration to engage with the Ontario Ministry of Health and Indigenous Services Canada (ISC) as appropriate, to transfer the public health physician position currently employed by TBDHU and seconded to SLFNHA, to be employed and managed solely by the Sioux Lookout First Nations Health Authority,

AND THAT a letter be sent to the Ontario Minister of Health and to the Chief Medical Officer of Health and Executive Lead for Public Health to advise them of the Board’s position on this.

AND THAT a letter be sent along with the resolution, to the leadership of the SLFNHA area MPPs, area MPs, NOMA, Northwestern Health Unit Board of Health and ISC.

**CARRIED**

## **9. DECISIONS OF THE BOARD**

### **9.1 2024 Financial Statements**

Report No. 29–2025 (Finance) relative to presenting the Board of Health with the audited 2024 Financial Statements, was presented to the Board for approval.

Resolution No. 71-2025

**Moved By:** J. Moffat

**Seconded By:** P. Malashewski

THAT with respect to Report Number 29-2025 (Finance), we recommend the Financial Statements of the Thunder Bay District Health Unit for the year ending December 31, 2024, be approved as recommended by the Executive Committee.

**CARRIED**

## **9.2 Healthy Babies Healthy Children Budget**

Report No. 31-2025 (HBHC) relative to approval of the program budget for April 1, 2025 to March 31, 2026 for the Healthy Babies Healthy Children program was presented to the Board for approval.

Resolution No. 72-2025

**Moved By:** J. Moffat

**Seconded By:** K. Etreni

THAT with respect to Report No. 31-2025 (Healthy Babies Healthy Children), we recommend that the Healthy Babies Healthy Children (HBHC) program budget for April 1, 2025 to March 31, 2026 be approved at \$1,384,643 for submission to the Ministry of Children, Community and Social Services;

AND THAT the base program staffing be set at 12.90 full-time equivalents for the HBHC program;

AND THAT the Director of Corporate Services and Manager of Finance be authorized to complete any administrative requirements of the budget submission process, as required.

**CARRIED**

## **9.3 Policy and Procedure Reviews**

A memorandum from Dr. J. DeMille (MOH/CEO) dated June 18, 2025, and containing a resolution relative to approval of Board of Health policy and procedure updates was presented to the Board.

Resolution No. 73-2025

**Moved By:** K. Etreni

**Seconded By:** J. Moffat

THAT the proposed updates to the following Board of Health Policies and Procedures be approved:

- BH-02-23 Financial Responsibilities and Limitations Policy
- BH-02-24 Investments Policy
- BH-02-20 Code of Conduct Policy and Procedure

AND THAT Administration be authorized to finalize and publish the updated Board of Health policies and procedures.

**CARRIED**

## **10. COMMUNICATIONS FOR INFORMATION**

### **10.1 2026 Budget Parameters**

Report Number 30-2025 (Finance) relative to providing the Board of Health with information for the development of the 2026 budget parameters was presented, for information.

### **10.2 Provincial Advocacy**

A memorandum from Dr. DeMille (MOH/CEO) dated June 18, 2025 relative to discussions on Provincial Advocacy was presented, for information.

### **10.3 Risk Management Report**

Report Number 32-2025 (MOH/CEO) relative to providing the Board of Health with an update on Enterprise Risk Management, was presented, for information.

### **10.4 Medical Officer of Health/CEO update**

Dr. DeMille noted that the alPHa AGM and conference started today,

## **11. NEXT MEETING**

The next regular meeting is scheduled for Wednesday, September 17, 2025 at 1:00 PM.

**12. ADJOURNMENT**

Resolution No. 74-2025

**Moved By:** K. Etrei

**Seconded By:** P. Malashewski

THAT the Board of Health meeting held on June 18, 2025 be adjourned at 3:04 PM.

**CARRIED**