



Thunder Bay District Health Unit
Board of Health Meeting Minutes

MINUTES OF THE MEETING: SEPTEMBER 17, 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. Lucy Belanger
Ms. Cindy Brand
Ms. Kasey Etreni
Mr. Paul Malashewski
Mr. James McPherson
Mr. Jim Moffat
Ms. Donna Peacock
Mr. Don Smith
Mr. Mark Thibert
Ms. Kristine Thompson
Mr. Todd Wheeler

ADMINISTRATION PRESENT:

Dr. Janet DeMille, Medical Officer of Health and
Chief Executive Officer
Ms. Diana Gowanlock, Director - Health Protection
Mr. Dan Hrychuk, Director - Corporate Services
Ms. Shannon Robinson, Director - Health
Promotion
Ms. Dana Wilson, Associate Director –
Communications & Strategic Initiatives
Ms. Lauren Paradis, Manager of Finance
Mr. Phil Avella, Manager of Information Systems
and Property
Ms. Laura Wiljala, Executive Assistant and
Secretary to the Board of Health
Ms. Tammy Lee Royer, Administrative Assistant –
Health Protection

REGRETS:

Ms. Cynthia Olsen

RECORDER:

Ms. Shelley Oleksuk, Administrative Assistant -
Health Promotion

1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Mr. James McPherson, Board Chair, called the meeting to order at 1:02 PM.

2. ATTENDANCE AND ANNOUNCEMENTS

The Chair announced regrets from Ms. Cynthia Olsen, and also announced that Mr. Allan Mihalcin's provincial appointment with the Board has lapsed.

He welcomed Ms. Laura Wiljala as the Executive Assistant and Secretary to the Board who is attending her first meeting.

The Chair reminded Board members to complete the meeting evaluation form when the meeting adjourns and to submit completed forms to Ms. Wiljala.

3. DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

4. AGENDA APPROVAL

The agenda was presented for approval.

Resolution No. 79-2025

Moved By: J. Moffat

Seconded By: P. Malashewski

THAT the Agenda for the Regular Board of Health Meeting to be held on September 17, 2025, be approved.

CARRIED

5. INFORMATION SESSION

5.1 2025 In-Person Prenatal Class Pilot Evaluation

Ms. Denise Sozio, Public Health Nurse and Ms. Kayla Waddington, Health Promotion Planner with the Children, Youth and Families program, provided a presentation on the 2025 In-Person Prenatal Class Pilot Evaluation, 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) meetings held on June 18, 2025, were presented for approval.

Resolution No. 80-2025

Moved By: P. Malashewski

Seconded By: J. Moffat

THAT the Minutes of the Thunder Bay District Board of Health (Regular and Closed Session) meeting held on June 18, 2025, be approved

CARRIED

6.2 Board of Health Ad Hoc Search Committee

The Minutes of the Thunder Bay District Board of Health Ad Hoc Search Committee Meeting held on June 27, 2025 were distributed, 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. 81a-2025

Moved By: K. Thompson

Seconded By: P. Malashewski

THAT the Board of Health move into Closed Session to receive information related to negotiations carried on behalf of the Board.

CARRIED

8. BOARD OF HEALTH (CLOSED SESSION) MEETING (continued)

At 1:27 PM, the Board of Health moved into Closed Session. The following individuals left the meeting:

- Dr. Janet DeMille, Medical Officer of Health and Chief Executive Officer
- Ms. Diana Gowanlock, Director - Health Protection
- Ms. Shannon Robinson, Director - Health Promotion
- Ms. Dana Wilson, Associate Director - Communications & Strategic Initiatives
- Ms. Lauren Paradis, Manager of Finance
- Mr. Phil Avella, Manager of
- Ms. Shelley Oleksuk, Administrative Assistant - Health Promotion
- Ms. Tammy Lee Royer, Administrative Assistant - Health Protection
- Ms. Laura Wiljala, Executive Assistant and Secretary to the Board of Health

At 1:46 PM, the following individual returned to the meeting:

- Dr. Janet DeMille, Medical Officer of Health and Chief Executive Officer

At 1:55pm, the Board moved out of Closed Session and the following individuals returned to the meeting:

- Ms. Diana Gowanlock, Director - Health Protection
- Ms. Shannon Robinson, Director - Health Promotion
- Ms. Dana Wilson, Associate Director - Communications & Strategic Initiatives
- Ms. Lauren Paradis, Manager of Finance
- Mr. Phil Avella, Manager - Information Systems and Property
- Ms. Shelley Oleksuk, Administrative Assistant - Health Promotion
- Ms. Tammy Lee Royer, Administrative Assistant - Health Protection
- Ms. Laura Wiljala, Executive Assistant and Secretary to the Board of Health

8.1. Closed Session Report

The Chair reported that the Board received an update related to negotiations carried on behalf of the Board during the closed session and provided direction to Administration.

9. DECISIONS OF THE BOARD

9.1 Policy and Procedures Review

A memorandum from Dr. J. DeMille (MOH/CEO) dated September 17, 2025, and containing a resolution relative to approval of Board of Health policy and procedure updates was provided to the Board. Mr. D. Hrychuk, Director - Corporate Services, provided an overview of the updates made to the policies and procedures.

Resolution No. 82-2025

Moved By: K. Thompson

Seconded By: J. Moffat

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

- BH-02-02 Compensation Philosophy Policy and Procedure
- BH-02-18 Psychological Health & Safety Policy and Procedure

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

CARRIED

9.2 Contract Award for Parking Lot Rejuvenation

Report No. 35-2025 (Information Systems and Property), and containing a resolution relative to approval of a contract award for parking lot rejuvenation, was provided to the Board.

Mr. D. Hrychuk, Director of Corporate Services provided background information and a summary of the proposed recommendation, and responded to questions from the Board. It was the consensus of the Board to proceed as recommended.

9.2 Contract Award for Parking Lot Rejuvenation (continued)

Resolution No. 83-2025

Moved By: G. Arnold

Seconded By: K. Thompson

THAT with respect to Report No. 35-2025 (Information Systems and Property), we recommend that the tender for Parking Lot Rejuvenation be awarded to Taranis Contracting Group LTD (Taranis) for a total contract cost of \$542,500 (taxes extra);

AND THAT the Parking Lot Rejuvenation be endorsed by the Board of Health and that Administration be directed to proceed with the procurement process and rejuvenation as outlined;

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

CARRIED

9.3 Search Committee Composition

Resolution No. 84-2025

Moved By: K. Thompson

Seconded By: J. Moffat

THAT the composition of the Ad Hoc Committee of the Board for the Recruitment of a Medical Officer of Health/CEO be amended;

AND THAT the following additional member of the Board be appointed to the Ad Hoc Committee:

- G. Arnold

CARRIED

10. COMMUNICATIONS FOR INFORMATION

10.1 Second Quarter Interim Financial Statements

D. Hrychuk provided the Board with an overview of Report No. 34 - 2025 (Finance) relative to the Second Quarter Interim Financial Statements and responded to questions and comments from the Board.

10.2 alPHa AGM and Conference Report

A report from the Chair and Ms. Cynthia Olsen was provided to the Board as a follow-up to the alPHa AGM and Conference attended on June 19-20, 2025 in Toronto, and the Chair responded to questions from the Board.

10.3 Medical Officer of Health/CEO update

Report No. 36 - 2025 from the Medical Officer of Health and Chief Executive Officer was provided to the Board, for information. Dr. J. DeMille provided an update relative to the pillars of the Strengthening Public Health Initiative, noting the Health Unit is awaiting the release of the updated Ontario Public Health Standards.

11. NEXT MEETING

The next regularly scheduled meeting will be held on Wednesday, October 15, 2025 at 1:00 PM.

12. ADJOURNMENT

Resolution No. 85-2025

Moved By: G. Arnold

Seconded By: K. Thompson

THAT the Board of Health meeting held on September 17, 2025 be adjourned at 2:25 PM.

CARRIED