



## Thunder Bay District Health Unit

### Board of Health Meeting Minutes

**MINUTES OF THE MEETING:** NOVEMBER 19, 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. Cynthia Olsen  
Ms. Donna Peacock  
Mr. Don Smith  
Ms. Kristine Thompson

**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  
Ms. Tammy Lee Royer, Administrative Assistant –  
Health Protection

**ABSENT:**

Dr. Mark Thibert

**RECORDER:**

Ms. Shelley Oleksuk, Administrative Assistant -  
Health Promotion

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

The Chair called the meeting to order at 1:00 PM.

#### 2. ATTENDANCE AND ANNOUNCEMENTS

There were no regrets received from members.

### **3. DECLARATIONS OF CONFLICT OF INTEREST**

There were no declarations of conflict of interest.

### **4. AGENDA APPROVAL**

Resolution No. 100-2025

**Moved By:** J. Moffat

**Seconded By:** L. Belanger

THAT the Agenda for the Regular Board of Health Meeting to be held on November 19, 2025, be approved.

CARRIED

### **5. INFORMATION SESSION**

There was no information session scheduled.

### **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 October 15, 2025 were presented for approval.

Resolution No. 101-2025

**Moved By:** L. Belanger

**Seconded By:** J. Moffat

THAT the Minutes of the Thunder Bay District Board of Health (Regular and Closed Session) Meeting held on October 15, 2025, be approved.

CARRIED

#### **6.2 Board of Health Executive Committee**

The minutes of the Thunder Bay District Board of Health Executive Committee meetings held on June 18, 2025 and September 17, 2025, were provided to the Board for information.

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

There were no matters arising from the previous meeting minutes.

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

Resolution No. 102a-2025

**Moved By:** Lucy Belanger

**Seconded By:** D. Smith

THAT the Board of Health move into Closed Session to receive information related to:

- labour relations or employee negotiations; and
- negotiations carried on behalf of the Board; and
- information explicitly supplied in confidence to the Board by the Province.

CARRIED

At 1:08 PM, the Board of Health moved into Closed Session, and the following individuals left the meeting:

- Dr. Janet DeMille, Medical Officer of Health and Chief Executive Officer
- Ms. Diana Gowanlock, Director of Health Protection
- Ms Shannon Robinson, Director of Health Promotion
- Ms. Dana Wilson, Associate Director of Communications & Strategic Initiatives
- Ms. Shelley Oleksuk, Administrative Assistant - Health Promotion
- Ms. Tammy Lee Royer, Administrative Assistant - Health Protection

At 1:28 PM, Dr. Janet DeMille, MOH/CEO returned to the meeting and Mr. Dan Hrychuk, Director of Corporate Services, left the meeting.

At 1:31 PM, Mr. D. Hrychuk, Director of Corporate Services returned to the meeting.

At 1:42 PM, the above noted individuals returned to the meeting, and Ms. Lauren Paradis, Manager of Finance joined the meeting.

## **8.1 Closed Session Report**

The Chair reported that during the Closed Session, the Board received information regarding labour relations and negotiations carried on behalf of the Board along with information explicitly supplied in confidence to the Board by the Province. The Chair indicated that the Board provided direction to Administration on the matters discussed.

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

### **9.1 2026 Mandatory Budgets & Municipal Levy**

Report No. 47-2025 (Finance) relative to providing the Board of Health with the proposed 2026 Mandatory Program (Cost-Shared), Budgets & Municipal Levies, was provided to the Board.

Mr. D. Hrychuk, Director of Corporate Services, provided a presentation on the 2026 Mandatory Budgets and responded to questions and comments from the Board.

Resolution No. 103-2025

**Moved By:** D. Smith

**Seconded By:** J. Moffat

THAT with respect to Report No. 47-2025 (Finance), we recommend that the:

1. 2026 Mandatory Core Program Budget (Cost-Shared) be approved at \$17,522,318 including 133.25 net full time equivalent (FTE) positions, for submission to the Ministry of Health;
2. Municipal Levy be set at \$3,946,670;
3. Remainder of the municipal levy obligation of \$178,987 be funded from the Stabilization Reserve Fund;
4. Safe Food Handling Reserve Fund transfer \$5,000 to the Mandatory Core Program Budget (Cost-Shared);
5. 2026 User Fee Schedule be approved;
6. 100% Indigenous PH: Thunder Bay & District budget be approved at \$592,512, with 4.2 FTE and submitted to the Ministry of Health;

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

### **9.1 2026 Mandatory Budgets & Municipal Levy (cont'd)**

7. 100% Indigenous PH: SLFNHA budget be approved at \$236,526, with 0.60 FTE and submitted to the Ministry of Health;
8. 100% Indigenous PH: Food Sovereignty budget be approved at \$295,072, with 1.70 FTEs and submitted to the Ministry of Health;
9. 100% Northern Fruit and Vegetable Program - Schools budget be approved at \$213,138, with 1.55 FTEs and submitted to the Ministry of Health;
10. 100% Ontario Seniors Dental Care Program budget be approved at \$999,300, with 3.55 FTE and submitted to the Ministry of Health;
11. Land Development Program budget be approved at \$246,120 including 2.00 FTE positions to be funded through Land Development user fees;
12. Director of Corporate Services and Manager of Finance be authorized to complete any administrative requirements of the respective budget submission processes, as required; and
13. Director of Corporate Services and Manager of Finance be authorized to arrange appropriate financing for the funding of the Health Unit operations, if required.

**CARRIED**

### **9.2 Contract Award for Janitorial Services**

Report No. 43-2025 (Finance) relative to providing the Board of Health with recommendations for the award of the Janitorial Services Contract, was provided to the Board.

Mr. D. Hrychuk, Director of Corporate Services, responded to questions and comments from the Board.

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

### **9.2 Contract Award for Janitorial Services (cont'd)**

Resolution No. 104-2025

**Moved By:** J. Moffat

**Seconded By:** D. Smith

THAT with respect to Report No. 43-2025 (Finance), we recommend that the contract for the Janitorial Services for the TBDHU main office (999 Balmoral Street, Thunder Bay) be awarded to K and K Services for a total contract cost of \$212,400 (taxes extra) for the three (3) year term effective January 1, 2026 to December 31, 2028;

AND THAT the Director of Corporate Services and Manager of Finance be authorized to negotiate two (2) additional one (1) year terms subject to satisfactory performance and mutually agreeable terms;

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

CARRIED

### **9.3 TBDSSAB Funding for Tuberculosis Programming**

A memorandum from Ms. D. Gowanlock, Director of Health Protection, dated November 19, 2025, and containing a resolution relative to the above noted, was provided to the Board.

Resolution No. 105-2025

**Moved By:** D. Smith

**Seconded By:** P. Malashewski

THAT we recommend that the one-time grant of \$18,000 from the Thunder Bay District Social Services Administration Board to support tuberculosis programming be accepted;

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

#### **9.4 Public Health Ontario Regional Quality Improvement Education Workshop Funding**

A memorandum from Ms. D. Wilson, Associate Director of Communications & Strategic Initiatives, dated November 19, 2025, and containing a resolution relative to the above noted, was provided to the Board.

Resolution No. 106-2025

**Moved By:** J. Moffat

**Seconded By:** D. Smith

THAT we recommend that the funding of \$15,000 from Public Health Ontario for the Quality Improvement Educational session be accepted;

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

#### **9.5 Annual Board of Health Holiday Dinner**

A memorandum from Dr. J. DeMille, Medical Officer of Health and Chief Executive Officer, dated November 19, 2025, and containing a resolution relative to the above noted, was provided to the Board.

Resolution No. 107-2025

**Moved By:** K. Etreni

**Seconded By:** C. Olsen

THAT we approve the expenses for the Annual Holiday Dinner to be held on Wednesday, December 17, 2025.

CARRIED

## **10. COMMUNICATIONS FOR INFORMATION**

### **10.1 Interim Financial Reports as of September 30, 2025**

Report No. 45-2025 (Finance) from D. Hrychuk, dated November 19, 2025, relative to providing the Board of Health with the interim financial reports for the quarter ended September 30, 2025, was provided to the Board, for information.

### **10.2 Report from aIPHa Fall Symposium**

The Chair presented a report on the Association of Local Public Health Agencies Fall Symposium held on November 7, 2025, from the members that attended.

### **10.3 Advocacy Related to Upcoming ROMA Conference**

A memorandum from Dr. J. DeMille, Medical Officer of Health and Chief Executive Officer, dated November 19, 2025, regarding advocacy related to the upcoming Rural Ontario Municipal Association (ROMA) conference, was provided for information.

The Board discussed ensuring that briefing notes are available in advance of the conference and agreed to further discussion on this item to be held at the December Board of Health meeting.

## **11. NEXT MEETING**

The next regularly scheduled meeting will be held on Wednesday, December 17, 2025.

## **12. ADJOURNMENT**

Resolution No. 108-2025

**Moved By:** D. Smith

**Seconded By:** J. Moffat

THAT the Board of Health meeting held on November 19, 2025, be adjourned at 2:50 PM.

CARRIED