



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

MINUTES OF THE MEETING: March 18, 2026

TIME OF MEETING: 1:00 PM

PLACE OF MEETING: First Floor Boardroom / MS Teams

CHAIR: Mr. Don Smith

BOARD MEMBERS PRESENT:

- Mr. Grant Arnold
- Ms. Cindy Brand
- Mr. Paul Malashewski
- Mr. James McPherson
- Mr. Jim Moffat
- Ms. Cynthia Olsen
- Ms. Donna Peacock
- Mr. Don Smith
- Dr. Mark Thibert
- Ms. Kristine Thompson
- Mr. Todd Wheeler

REGRETS:

- Ms. Lucy Belanger
- Ms. Kasey Etreni

RECORDER:
Ms. Lila McNeice, Executive Assistant, Secretary to the Board of Health

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 and Strategic Initiatives
- Ms. Diana Carlson, Administrative Assistant – Corporate Services

1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT

The Chair called the meeting to order at 1:03 PM.

2. ATTENDANCE AND ANNOUNCEMENTS

Regrets were received from Ms. Lucy Belanger and Ms. Kasey Etreni.

3. DECLARATIONS OF CONFLICT OF INTEREST

There were no declarations of conflict of interest.

4. AGENDA APPROVAL

The agenda of the March 18, 2026 meeting was presented for approval.

Resolution No. 27-2026

Moved By: P. Malashewski

Seconded By: J. Moffat

THAT the Agenda for the Regular Board of Health meeting to be held on March 18, 2026 be approved.

CARRIED

5. INFORMATION SESSION

5.1 Planet Youth Thunder Bay

Ms. Shannon Robinson (Director of Health Promotion) introduced Ms. Katina Edey (Manager of Substance Use Health) and Ms. Sheena Albanese (Health Promotion Planner) who provided a presentation on “Planet Youth Thunder Bay” 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 February 18, 2026 Board of Health Regular and Closed session meetings were presented for approval.

Resolution No. 28-2026

Moved By: K. Thompson

Seconded By: P. Malashewski

THAT the Minutes of the Thunder Bay District Board of Health (Regular and Closed Session) meetings held on February 18, 2026 be approved.

CARRIED

6.2 Board of Health Executive Committee

The minutes of the January 21, 2026 Board of Health Executive Committee (Regular Session) meeting were presented 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. 29a-2026

Moved By: P. Malashewski

Seconded By: J. Moffat

THAT the Board of Health move into Closed Session to receive information relative to labour relations or employee negotiations.

CARRIED

At 1:20 PM, the Board of Health moved into Closed Session, and the following individuals left the meeting:

- Ms. Diana Gowanlock, Director – Health Protection
- Ms. Shannon Robinson, Director – Health Promotion
- Ms. Dana Wilson, Associate Director – Communications and Strategic Initiatives
- Ms. Diana Carlson, Administrative Assistant – Corporate Services
- Ms. Lila McNeice, Executive Assistant and Secretary to the Board of Health

At 1:33 PM, the above noted individuals returned to the meeting.

8.1 Closed Session Report

The Chair reported that during the Closed Session, the Board received information relative to labour relations or employee negotiations.

9. DECISIONS OF THE BOARD

9.1 Employee Group Benefit Plan Renewal

D. Hrychuk (Director of Corporate Services) presented Report No. 07-2026 (Finance / Human Resources) relative to recommendations for renewal of the Employee Benefit Plan for the period of April 1, 2026 to March 31, 2027.

Resolution No. 30-2026

Moved By: J. Moffat

Seconded By: K. Thompson

THAT with respect to Report No. 07-2026 (Finance / Human Resources), we recommend the renewal of the Employee Group Benefit Plan with GreenShield Canada (Health, Dental and Travel) through the Association of Local Public Health Agencies (alPHa) Employee Group Benefit Consortium Plan as presented for the policy term of April 1, 2026 to March 31, 2027.

AND THAT the Director of Corporate Services and the Manager of Finance be authorized to complete any administrative requirements of the renewal.

CARRIED

9.2 One-Time Funding for Public Health Inspector Practicum

D. Hrychuk (Director of Corporate Services) presented Report No. 08-2026 (Environmental Health) relative to the application of a one-time 100% funding request for Public Health Inspector student practicums.

Resolution No. 31-2026

Moved By: K. Thompson

Seconded By: J. Moffat

THAT with respect to Report No. 08-2026 (Environmental Health), we recommend that the application for one-time 100% funding of \$27,000 for two Public Health Inspector students be approved for submission to the Ministry of Health through the Annual Service Plan and Budget Submission process;

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 One-Time Funding Request - Parking Lot Rejuvenation

D. Hrychuk (Director of Corporate Services) presented Report No. 09-2026 (Information Systems and Property) relative to the application of a one-time 100% funding request for Parking Lot Rejuvenation at the main office building.

Resolution No. 32-2026

Moved By: J. Moffat

Seconded By: K. Thompson

THAT with respect to Report No. 09–2026 (Information Systems and Property), we recommend that the application for one-time 100% funding of \$1,100,000 for the repairs to the grounds for the main office building be approved for submission to the Ministry of Health through the Annual Service Plan and Budget Submission process;

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

CARRIED

9.4 One-Time Funding Request - Clay Tile Flooring Replacement – Phase Two

D. Hrychuk (Director of Corporate Services) presented Report No. 11-2026 relative to phase two of the Clay Tile Flooring Replacement at the main office building.

Resolution No. 33-2026

Moved By: K. Thompson

Seconded By: J. Moffat

THAT with respect to Report No. 11–2026 (Information Systems and Property), we recommend that the application for one-time 100% funding of \$175,000 for the Clay Tile Flooring Replacement stairways, banister and second floor washrooms be approved for submission to the Ministry of Health through the Annual Service Plan and Budget Submission process;

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

CARRIED

9.5 November 2026 Meeting Date

Dr. J. DeMille (Medical Officer of Health and Chief Executive Officer) presented a memorandum relative to the selection of a date for the November Board of Health regular session meeting.

Resolution No. 34-2026

Moved By: P. Malashewski

Seconded By: K. Thompson

THAT we recommend that the November Board of Health regular meeting be held on Thursday, November 12th, 2026, at 1:00 PM.

CARRIED

9.6 Presentations to Municipalities Policy

The Board discussed a memorandum dated March 18, 2026 on behalf of Kasey Etrene, Board Member, relative to the development of a Municipal Presentations Policy. No resolution was drafted for consideration at the meeting. The Board agreed to the development of a draft policy to be presented at a future meeting for review and consideration.

10. COMMUNICATIONS FOR INFORMATION

10.1 Facilities Report

D. Hrychuk (Director of Corporate Services) presented Report No. 10-2026 (Information Systems and Property) relative to providing the Board of Health with the annual review of facilities and equipment, for information.

10.2 Organizational Structure

Dr. J. DeMille (Medical Officer of Health and Chief Executive Officer) presented a memorandum relative to providing the Board with an update on the TBDHU organizational structure.

10.3 MOH/CEO Update

Dr. J. DeMille (Medical Officer of Health and Chief Executive Officer) provided a verbal update to the Board.

11. NEXT MEETING

The next regularly scheduled meeting will be held on April 15, 2026.

12. ADJOURNMENT

Resolution No. 36-2026

Moved By: K. Thompson

Seconded By: P. Malashewski

THAT the Board of Health meeting held on March 18, 2026 be adjourned
at 2:15 PM.

CARRIED